Entry-Level Sales Engineer

J&J Machine Company, Inc., a CNC contract machining facility, is recruiting a Sales Engineer. This is an entry-level role will provide a broad range of business and technical challenges in a fast-paced, entrepreneurial environment. Reporting to the President, the Sales Engineer will play a critical role in the success of the enterprise

Responsibilities:
- Establish and expand client relationships
- Consult with clients to gather necessary information about sales opportunities
- Serve as an internal technical subject matter expert
- Read and interpret technical drawings
- Develop concepts and drawings based on customer and team inputs
- Develop quotations and formalize the estimating process
- Lead the implementation of systems and business processes
- Respond to technical support/assistance inquiries as directed
- Expedite projects internally and with external vendors
- Develop systems to manage shipping, receiving, and inventory
- Interface with accounting as necessary
- Purchase materials & tools
- Conduct all shipping operations including fulfillment, shipment, invoicing of customer orders, ensuring the highest levels of accuracy
- Recommend equipment and process modifications to improve efficiencies
- Optimize profits by analyzing job profitability and recommending improvements
- Other responsibilities as required

Background and Qualifications:
- Entrepreneurial inclination and desire to learn all aspects of a small manufacturing business
- Professional demeanor and ability to interface with customers
- Attention to detail and strong technical foundation
- Bachelor of Science in Engineering field or anticipated May 2015 graduation
- Computer skills and Microsoft Office knowledge are essential
- Clear oral/written communications
- Strong sense of teamwork, interpersonal skills and ownership
- Ability to work independently and desire to learn from more experience staff

Interested applicants should send a resume and cover letter to: Ms. Melissa Burke, lissy@jjmachine.com