

 MITSUBISHI ELECTRIC <i>Changes for the Better</i>	DATE PREPARED Jan.20, 2012	DATE REVISED ORIGINAL	GRADE	EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT <input type="checkbox"/>
	POSITION TITLE Sales Engineer	DIVISION/DEPARTMENT MEU RUS T&D	REPORTS TO (Position Title) MEU MRO Manager, Strategic planning and marketing	
APPROVALS				
DIVISION/DEPARTMENT MANAGER		DATE	HUMAN RESOURCES	DATE
POSITION SUMMARY: Provide marketing & technical consultation for creative approach to T&D Products, and Generation also is preferable				
THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: <ul style="list-style-type: none"> • Work with Company's region managers, manufacturers' representatives, and through direct trade group contact, to obtain bid opportunities and develop them into orders. • Prepare and submit Company technical and commercial proposals for products/services in response to a customer's RFQ. Interface with MELCO overseas marketing and factories, local suppliers and customers to clarify the proposal. • Create hard copy and electronic proposal materials featuring technical and commercial content. • Develop bid review presentation materials to hand out and display, and organize proposal review meetings for project negotiations. • Confirm customer orders are consistent with the Company proposal. Introduce orders and turnover to Project Group. Identify all contract requirements and commitments. • Maintain the electronic and hardcopy bid files according to MEU-MRO standard folder pattern. • Obtain feedback on each bid and close out. Maintain database regarding bids and provide regular and special reports from database. • Conduct technical presentations to customers on company products. • Develop sales aids and customer presentation material. • Support & assist Moscow based Strategic Planning & Marketing Manager in development of T&D business • Support and make recommendations to improve Company policies and procedures in T&D business. • Introduce MELCO's Quality and Environmental Policies to the industry. Be able to fully discuss the importance of these policies and their impact in the workplace. • To cover Russian T&D related GOST, industry standards and procedures issues. <p>THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK ASSIGNMENTS NOT MENTIONED.</p>				
THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: <ul style="list-style-type: none"> • Participate in conferences or other technical activities to support sales effort and gain understanding of product and industry. • Accompany customers to design reviews, factory qualification visits, witness tests, and report results. • Perform other duties as assigned. 				
EDUCATION/SPECIAL SKILLS/EXPERIENCE/TRAINING: <ul style="list-style-type: none"> • Bachelor / Master Degree in Electrical or Mechanical Engineering or equivalent with 2-5 years' experience (including internships) with major Russian or global electro technical equipment manufacturers, • General knowledge of negotiations techniques to assist in negotiating terms and conditions with customers. • Strong verbal and written communications skills. • Computer literate, emphasizing knowledge of MS Office products. 				
PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE: <ul style="list-style-type: none"> • Experienced user of office equipment and PC. • Ability to travel up to 20% of the time (Russia, CIS, EU, China, Japan). • Ability to analyze data using Microsoft Excel, prepare presentations with Power Point, work with design S/W. • Ability to communicate with others to negotiate and complete work. • Ability to speak fluent English, native Russian speaker. 				

MEU-MRO retains the discretion to add to or change the duties of the position at any time.