

**JOB TITLE:** Parts Sales Coordinator  
**LOCATION:** Clearwater, Florida  
**REPORTS TO:** VP Sales, US Region

**JOB SUMMARY:**

Working with regional sales engineers, manufacturer reps and end users, develop and maintain client base sufficient in meeting or exceeding sales and margin goals as set forth by the company. Products include wet cooling towers, air cooled steam condensers and air cooled heat exchangers of any make or manufacture.

**MAJOR RESPONSIBILITIES:**

- Maintain client base through ENEXIO sales groups, Customer plant site visits, phone calls. Keep all records updated in CRM system.
- Provide timely response to all inquiries from customers, sales engineers, reps and internet. Manage parts inquiries at proposal stage and develop proposals.
- Manage parts projects/orders working in close relationship with Supply Chain and Accounting:
  - Provide requisitions to Supply Chain, in order to purchase items.
  - Provide technical definition and criteria to Supply Chain, in order to quote goods or services.
  - Monitor status and confirm satisfactory delivery to customer.
  - Collect sales orders, verify their accuracy and completeness and forward to accounting for booking.
  - Track executed gross margin and update in CRM system.
- Maintain current pricing in parts book.
- Travel as required (20% estimate).

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:****REQUIRED:**

- Three years technical sales experience.
- Proficiency in Microsoft Office programs, experience with purchasing using ERP system.
- Excellent verbal and written communication skills.
- Team player, ability to cooperate across all department lines on behalf of clients.
- Very organized with demonstrated ability to work in a dynamic, fast paced environment.
- Comfortable working with counterparts located in different offices in widespread geographic locations.

**PREFERRED:**

- SAP experience with Purchasing Module.
- Familiarity with cooling tower components, particularly axial flow fans, electric motors and power transmission equipment.
- Engineering degree.