



JOB DESCRIPTION – SALES & BUSINESS DEVELOPMENT LEADER

SUMMARY

- Assist, administer and coordinate the sales and related marketing functions for Aztalan Engineering, Inc. as a member of the leadership team to achieve significant sales growth through the expansion of our customer base to include new customers, industries and products. This includes sales strategies for multiple locations of Aztalan.
- This position is responsible for the successful launch of the new sales projects in the company up through, and including, completion of first production parts to the schedule/plan set at the NPL process.
- Provide leadership towards the achievement of maximum profitability and growth in line with company mission, vision and values.

ESSENTIAL RESPONSIBILITIES

- Execute plans and strategies to expand the customer base in the marketing area and contribute to the development of training and educational programs for current and new customers
- Hold monthly/quarterly meetings with customers and potential new customers both at Aztalan and at customer locations
- Oversee the quoting process, work with quoting engineer, enter requests into ERP system, maintain CRM with sales activity, review quote risk and margin potential with senior management
- Collaborate with management to develop forecasts, quotas, sales policies and methods, promotional ideas, budget preparation, etc.
- Prepare market analysis to determine customer needs, volume potential and pricing
- Develop a marketing plan and sales strategy that ensures attainment of company sales goals and profitability
- Initiate and coordinate development of action plans to penetrate new markets
- Implement sales and marketing plans
- Maintain the company website as a current marketing and information source
- Provide timely feedback to senior management regarding performance
- Provide timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin
- Coordinate related functions (e.g., production control, engineering applications, market research, advertising, training, distribution, and service) to achieve sales growth and customer retention.
- Maintain accurate records of all pricing, costing, quotes, expenses, customer information and submit activity reports
- Create and conduct proposal presentations and RFQ responses
- Prepare proposals and presentations
- Control expenses to meet budget guidelines
- Lead, coach and elevate department staff and manage performance
- Support and courage Aztalan's company culture, goals and initiatives
- Adhere to all company policies, procedures, and business ethics
- Other duties as assigned

ORGANIZATIONAL RELATIONSHIPS

- Supervises all employees in the sales department, including quoting engineering.
- This position reports directly to the President & CEO.
- The President & CEO assigns goals in terms of sales growth, customer retention rates, on-time delivery, cost controls and profitability.



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QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Must be detail oriented and have proficient planning and organizational skills
- Must demonstrate initiative, accountability and professionalism
- Must have strong communication and leadership skills
- Must have the ability to work efficiently and productively with customers, suppliers, and colleagues
- Knowledgeable of manufacturing capacity, cost accounting, product markets, sales practices and procedures
- Knowledgeable of current financial analysis techniques and standards
- Knowledgeable of data processing systems and programs in order processing and production scheduling
- Accomplished in Microsoft Office products and other related computer applications

EDUCATION, EXPERIENCE OR LICENSES

- 3+ years of sales/business development experience, preferred
- Bachelor degree, preferred
- Must have valid Driver's License

PHYSICAL DEMANDS - *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work is typically performed while sitting at a desk or computer terminal and will require intermittent standing, walking, bending, crouching or stooping, talking and hearing.
- Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT - *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- The work is performed in our office and plant facilities. At times, the employee may be exposed to noise, dust, dirt, grease and machinery with moving parts. The noise level is occasionally loud.
- May require customer and/or supplier visits.