



KMEC is growing and is seeking a skilled Sales & Business Development Assistant to support the Manager of Business Development and work with KMEC's estimating team to develop estimates, quotes and proposals. Duties will include prioritizing tasks for estimating, coordinating/supporting estimating's effort during the bid process and developing (writing) proposals or quotes by the assigned deadline. Providing customer service and contributing to the company's growth and revenue stream through support of KMEC Business Development Manager and Estimating team are the main goals.

Responsibilities:

- Developing quotes and proposals for clients or potential clients.
- Contacting potential clients to follow up on proposal/quotes or arrange meetings
- Work with estimating team during the estimating process,
- Organizing and tracking bid information, estimates, and proposals and then organize /store that information for future use.
- Organize, review and annotate terms & conditions, insurance requirements, payment terms/schedules and sale orders/contracts for management's review.
- Frequently update and prioritize estimating list and task.
- Develop and keep current and potential client database.
- Be able to accurately describe KMEC business activities to potential clients.
- Develop a solid understanding of KMEC's capabilities in the bulk material handling industry.

Requirements:

- Basic understanding of customer service practices and sales principles
- Required to have high functionality in Microsoft Word, Excel, and Power Point as well as a working knowledge of the Microsoft Office operating system.
- Ability to work with minimal guidance, be proactive, and handle uncertainty. Be self-motivated, able to take instructions and use sound judgment in day to day decision making.
- Ability to efficiently present information in a one on one setting and in small group situations to customer, clients and other employees.
- Excellent organizational skills.
- Basic business math skills.
- Ability to handle multiple tasks and priorities simultaneously and the ability to meet given deadlines.
- Solid communication and interpersonal skills.
- Confidence on the phone and willing to return calls quickly to potential customers
- Must be able to work with a team, take direction from supervisors, keep required work schedules, focus attention on details, and follow work rules.
- Must be willing to work between 40 and 50 hours weekly with weekends as needed to achieve the given deadlines.
- Must be able to perform and participate in all essential duties of the job including occasional travel to conference, project sites and customer meetings.
- Must possess and maintain a valid motor vehicle operator's license.
- Ability to attain and maintain TWIC (Transportation Worker Identification Credential) as issued by TSA.

Education Requirements:

- High school degree
- KMEC offers a professional environment with competitive salary and benefits that include medical, dental/vision, Life, and 401k matching, as well as an aggressive vacation schedule. **KMEC is an Equal Opportunity Employer and promotes a drug free workplace.**



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