

Position: Sales Manager – Eastern Hemisphere
Reports To: Director of Sales and Marketing
Status: Exempt

Position Responsibilities

Responsible for planning, organizing and managing Enstrom's sales program for customers in the Eastern Hemisphere. The successful candidate will manage and direct sales activities for the region's Dealers and Representatives. Includes coordinating all proposal activities, and managing the proposal development process to prepare compliant, winning proposals for the region. Once a program is awarded to EHC, the successful candidate will be responsible for working with the Contracts Coordinator to ensure on-time delivery within the allotted program budget.

Duties and responsibilities include, but are not limited to:

- Work with the Director of Sales & Marketing for sales strategy development and implementation.
- Manage the region by providing sales program direction to Dealer/Rep network.
- Travel through the region as required to manage the Dealer/Rep network.
- Prepare program definition and conduct meetings for proposal and cost/pricing coordination.
- Lead the proposal preparation and writing process as applicable & coordinate proposal reviews.
- Present to executive management for approval and signoff.
- Oversee proposal finalization and ensure timely submittal of the proposal to the customer.
- Plan and schedule all project phases identified in the proposal timeline.
- Work with Contracts Coordinator to manage contract delivery timelines.
- Prepare and present all requirements/documentation required to support the program.
- Manage contract requirements with outside vendors & partners participating in the contract.
- Perform ongoing market research & analysis and present summary results to executives.
- Plan and organize the program to ensure smooth execution.
- Facilitate transfer to Contracts Coordinator as required.
- Keep pertinent documentation of all client communications, i.e., voice, mail or e-mail.

Employee Minimum Requirements

Education: BS/BA in engineering, business or appropriate field. MS or MBA preferred.
Experience: Minimum 3 years in proposal writing and/or contracts/project management.
Language: Bi-lingual, English with Chinese preferred.

Required Skills:

- Working knowledge of Microsoft Windows, Excel, Adobe products and Microsoft Word required.
- Working knowledge of Microsoft Project and Access preferred.
- Excellent written and verbal communications skills.
- Ability to organize complex projects and work within deadline constraints.
- High energy level, strong interpersonal skills
- Results orientated and ability to handle unstructured or unexpected situations.
- Strong analytical skills.
- Ability to prioritize, multitask, manage complex workload and manage pressure.
- Willing to travel as required.