

**JOB POSTING – MIDWEST SERVICE CENTER –
Regional Sales and Service Specialist to Cover Midwest**

A. PURPOSE OF POSITION

We currently have an immediate opening for a Sales position at our facility in Hobart, IN. The candidate will obtain sales orders for motors and generators repair and service and other facets of shop operations including power generation, electric motors, generators, turbines, valves and other electrical and mechanical repairs.

B. DUTIES AND RESPONSIBILITIES

- Manage Sales activities such as submitting contract, quote, invoices, and related tasks to new and existing customers, particularly for steel mills in the Midwest Region.
- Sustain current customer contacts for repair and service of motors and generators at steel mills in the Midwest, develop new contacts to enhance all MSC product lines.
- Primary point of contact for customer communication and calls
- Prepare and update reports for customers, regarding ongoing work as needed to maintain customer relations
- Collect information in response to RFQ, RFI, RFP, prepare quotations and Sales Orders.
- Travel to pursue sales and market expansion, visit steel mills and other customer sites to oversee work progress.
- Attend customer meetings
- Responsible for quoting extra work items and developing detailed work scope for sales orders, as well as obtaining purchase orders for initial sold scopes and approved extra work items in a timely manner.
- Final review and responsibility for final invoicing and invoice collection.
- Develop strategic planning for short- and long-term customer growth.
- Entertain customers as needed to maintain good customer relations.
- Collaborate closely with internal departments such as Quality, Production, Procurement, HR,.. to ensure a cohesive workflow.
- Work with engineering and marketing teams to align company's operation with market demand.
- Maintain accurate and updated files and records on all customers.
- Attend company meetings and prepare necessary reports for plant management as required.
- Abide by all safety/environmental regulations both at our facility as well as at customers' sites.
- Perform other functions as needed.

C. Desired EXPERIENCE

1. Industrial Sales with Steel Mills, Oil and Gas, Power Plants and related industries.
2. Service and repair of large industrial motors and generators,
3. Familiar with planning and scheduling software: Microsoft Project, Primavera and Epicor.
4. Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook, Project Planning and Scheduling.
- 5.

Interested Candidates, Please contact Midwest Service Center at 219-942-8585, or send you resume and cover letter to HR Department at hrdepartment@msc-hobart.com
