



Sales Engineer

Chicago Switchboard, founded in 1936, is a recognized leader in quick ship custom built electrical equipment. We supply switchboards, control panels, portable generator connection cabinets, junction boxes, and panels to our customers across all industries.

While growth driven, the team is determined to provide quality products and service and at the same time remembering the entrepreneurial spirit that the company was built on.

Park Detroit – Park Electric joined Chicago Switchboard in 2020 and are a premier manufacturer of power distribution systems.

Position Summary:

This position is responsible for supporting sales growth of custom and quick ship electrical power distribution products (switchboard, switchgear, panel boards) through the vetting of quotation opportunities, costing of projects and preparation of customer proposals. Products are primarily engineered to order, both Low Voltage (600V and below) and Medium Voltage (MV – >2.4kV to 38kV). Specifically, the role will be responsible for:

- 1) Supporting sales growth through the prompt evaluation of quotation opportunities and determining solutions that resolve specific customer problems using technical skills and electrical knowledge.
- 2) Evaluation of risk, profitability, and cash flow potential, defining scope of supply and coordinating project schedule in conjunction with the manufacturing team.
- 3) Quotation preparation, project costing and assisting in project kick-off when orders are received.
- 4) Interface with Engineering to ensure proper scope definition and costing.

Customer centric/service-oriented approach in an engineered to order business to business sales environment essential to success.

Position Responsibilities:

- **Project Takeoffs** – Ability to identify electrical power distribution equipment on plans and in specs as well as the ability to understand an electrical single-line diagram (SLD) is essential for the role.
- **Project Costing** – Create cost sheet including material list gleaned from evaluation of plans, specs and customer-supplied information, labor hours from manufacturing leadership input/historical data, and company margin expectations.
- **Proposal Preparation** – Prepare detailed priced bill of material (BOM) that, with engineering input when needed, accurately captures the products and services to be provided to the customer and notes qualifications/exceptions, both technical and commercial.

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- **Sales Support** – Create added value for the customer and company by supporting manufacturer’s representatives and employee salespeople in their pursuit of orders through proper proposal evaluation and preparation. Communicates details in accordance with company supply, offering and strategy.
- **Pipeline Management** – Drive follow up on opportunities with reps and salespeople by:
 - ❖ Obtaining status of proposals and forecast for future orders, including value and timing.
 - ❖ Evaluate level of engagement, determining mind share for the company’s products.
 - ❖ Provide feedback on pipeline health to manager.
- **Data Integrity** – Ensure sales team members and managers have accurate and useful data by entering project information in the company’s sales reporting tools.
- **Market Activity** – Monitor competitors’ activity with each project/account and ensures that information is shared with the sales team and management so that appropriate response strategies are formulated and implemented.
- **Team Mentality** – Conduct themselves as an important part of the group, recognizing the importance of every member’s role in achieving both their and the company’s success.
- **Professional Conduct** – Project a positive image to the customers we serve, to peers and subordinates, to the industry in which we participate, and to the community in which we live by exhibiting professional and ethical sales practices.

Qualifications

- BA or BS with 3+ years related experience OR
- Associate degree with 5+ years of related experience OR
- High School diploma or equivalent with 10+ years of related experience.
- Direct experience in the electrical power industry is required.
- Proficient with standard MS Office applications (Outlook, Word, Excel), including smartphone applications (Outlook, Text, Voice).
- Demonstrated history of using good proposal process methods. While the job is technical in nature, the candidate needs to have a “get job done” attitude to work around imperfect situations/tools.
- Basic knowledge of Electrical/Mechanical principles important.
- Prior experience with manufacturer’s quotation system helpful (Siemens, Eaton, Square D/Schneider Electric, ABB/GE)
- Outstanding verbal, written and interpersonal skills to effectively interact with all levels of customers, specifiers, team members and suppliers.

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- Demonstrated strong problem solving, skilled in reconciling the needs of various stakeholders, both external and internal.
- Support sales opportunities through manufacturer's reps and employee salespeople, while being a good ambassador of the company's brand.
- Ability to work independently and manage time to accomplish sometimes conflicting goals.
- Results driven, not task driven, with an eager sense to meet customers' deadlines.

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