



Sales Engineer

With a strong foundation in excellence, a focus on strategic growth, and engaged in an entrepreneurial mindset, Chicago Switchboard has grown from its family roots in 1936, designing stage lighting, to growth oriented, stable, innovative, manufacturer of customer power distribution equipment.

Currently, Chicago Switchboard includes its two facilities in the Chicago suburbs, Park Detroit in Detroit, MI, Texas-based IER-Electrical OEM, and CES Industrial in Loveland, CO. With the client and development as our focus, we invite skilled professionals who can grow with us and have the drive and desire to join our growing team.

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 in 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.
- 5) Train/coach sales, engineering, and operations team members on sales, wiring, and assembly design and processes where required.

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.

Chicago Switchboard does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



- **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.
- **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.

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- 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.
- 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.