

**POSITION TITLE:** Sales Drafter

**DEPARTMENT:** Sales

**REPORTS TO:** Sales Manager

**OBJECTIVES OF POSITION:**

The Sales Drafter will work alongside the Sales Manager and will draft layouts, create drawings of both new and existing products within the grain storage systems division. In addition, they will work with customers to answer product related questions and quoting.

**DUTIES/RESPONSIBILITIES:**

- Utilize SolidWorks modeling software to develop solid models and detailed drawings in accordance with applicable standards
- Review customer proposal specification documents to determine requirements and feasibility of products
- Read and interpret blueprints, technical drawings, schematics, and reports
- Provide technical support as necessary to dealers and erectors with installation questions
- Create technical support as necessary for Sales to use for quoting
- Answer calls and emails from customers purchasing grain storage systems equipment
- Must provide excellent customer service and respond to request immediately
- Develop relationships with customer base while still managing a high volume of activities
- Work within limited direction
- Responsible for researching items and quoting products to the customers
- Ability to learn product line(s) and use knowledge to make recommendations to customers
- Assist customers with selection of proper grain storage system products
- Travel as situations arise pertaining to the job and as deemed necessary by supervisor
- Keep supervisor advised of work status, work load, problems, and progress related to project tasks
- Team Members may be requested to perform other duties as assigned

**QUALIFICATIONS/EXPERIENCE:**

- Associates Degree or equivalent from two-year college or technical school required
- 3 to 5 years relevant work experience preferred
- Familiarity with agriculture market and products preferred
- Previous experience with ERP systems preferred
- Strong communication skills required

- Excellent attention to detail
- Exceptional problem solving skills
- Exhibit strong initiative and accountability on all projects
- Capable of working in a team environment and independently