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Job Description - Rolling Mill Manager/ Sales Manager

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Department: Rolling Mill
Title: Manager, Proposal Department
Sales Manager

Basic Function

Prepare proposals for customers of Rolling Mills and Rolling Mill Units. Interpret and carry out sales agreements with British and European licensees. Assist Vice President-Sales with selling proposals.

Duties and Responsibilities

1. Receive all customer inquiries for rolling mills and rolling mill units.

2. Acknowledge promptly receipt of inquiries, stating when proposal will be made, unless proposal can be made within one week.

3. Prepare all proposals.

4. Co-ordinate the work of all contributing individuals and departments so that proposals are made promptly and as completely as necessary.

5. With the First Vice President and others, determine estimated profit margin to be quoted per M.C.Co. pricing policy (spelled out elsewhere).

6. Act as liaison man, along with Vice President-Foreign Operations, in carrying out sales agreements with British and European licensees.

7. Forward proposals to customers, explain proposals with assistance of staff engineers when required.

Organizational Relationships

The Sales Manager is responsible to the First Vice President (Rolling Mill Department Head) for the performance of his duties.

The Sales Manager must maintain close working relationships with the Vice President-Foreign Operations, the Vice President-Rolling Mill Sales, the Chief Technical Consultant, Chief Estimator, the Director of Engineering, the managers of the several Rolling Mill Department engineering functions, and the manager of the Pittsburgh Office.

The Sales Manager has no positions responsible to him at this time, although an assistant is planned.