

## Technical Design and Presales Coordinator

Sales / Tech Support

Bangalore, India

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

### The Opportunity

We are growing and looking for a motivated **Technical Design and Presales Coordinator** to join the Inside Sales team. The successful candidate will be based in Bangalore, India.

### Objective & Summary

- This position is responsible to work closely with the International Sales Managers to choose products based on specifications, applications and to create the quotations with leadership from the Sales Managers. The position will also be supportive for internal India, Middle East, Singapore and Malaysia operations for product technical & estimation support either remotely or on-site.
- This position is responsible to support the International Sales Managers to provide Technical leadership in the individual established territories to meet company targets, budgets and expectations.

### Principle Duties & Responsibilities

- Responsible to provide technical & estimation support as follows;
  - Choosing products from specifications
  - Preparing estimation based on the tender specification, tender BOQ & input drawings
  - Preparing compliance, technical submittal, CDR & offer notes for estimation
  - Preparing standard field device termination detail for wiring connection templates
  - Preparing technical comparison of existing products with Greystone products to get client's approval
  - Preparing installation guidelines which support client to install the field equipment's
  - Preparing site audit reports and making note to client for critical points after completing site review
  - Preparing pre installation check list for building solutions if needed
  - Creating quotations and proposals, as per rate contract price
  - Preparing offer list as per standard template
  - Discuss special product requirements and propose to Product Management
  - Work with the Sales Director to provide support to customers to increase their product portfolio
  - Report activities and quotation in available CRM software
  - Preparing root cause analysis
  - Interacting with OEM for new products development and new initiative which meets client's requirements

- Providing demo to client for new products
- Interacting with HQ for technical clarification of new product versions
- Interacting with clients for new requirement of the sensors and customized products

### **Management and Location**

- This position reports to the Manager-Technical Design & Presales.

### **Education, Training & Experience**

- Graduate of an Electronic/Mechanical Engineering/Instrumentation or Technology program.
- Have a 2 to 3 years' experience in the commercial BMS/IBMS Industry.
- Industry related, successfully completed training courses are considered assets.

### **Skills and Competency Requirements**

- Have the necessary computer skills to function in an office environment with the most up to date Microsoft Office products.
- Technical Sales Support must have the technical ability to explain product functions and have excellent communication skills.
- Be able to multitask and work independently without supervision.
- Be a service-focused leader with regional and national experience and have been recognized for consistently meeting goals and developing new processes.
- Personable, presentable & articulate.
- Strong customer client focus.
- Familiarity with Customer Relationship Management software
- Solid computer skills, including MS Office
- Ability to excel in a fast-paced and dynamic environment

Preference will be given to applicants that can prove a successful track record.

Successful candidates will be asked to provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities and experience.

Only those who will be considered for the next step of the application process will be contacted

**Applications should be forwarded to Sima Eskandari, HR Manager**

**[Eskandari.s@greystoneenergy.com](mailto:Eskandari.s@greystoneenergy.com)**