



Position Description

This document is designed to describe the position, its purpose, reporting relationships, key metrics and accountabilities, or expected outcomes. This information is used to determine compensation levels, organize work responsibilities and in the interview process, both for selection and for development.

POSITION TITLE Sales Engineer	APPROVED BY
ORGANIZATION	DATE PREPARED June 2006
LOCATION Japan/China/Korea	PREPARED BY

A. KNOWLEDGE AND EXPERIENCE

What is the level and field of formal education and/or prerequisite experience required to acceptably perform the responsibilities of the position?
example: Bachelors degree in Business Administration or Economics or equivalent experience and a minimum of five years experience in multiple areas of accounting.

Associate Degree/Degree in Mechanical Engineering. Min. 1-2 years working experience in metal cutting products and experience working in technical manufacturing environment. Competent in understanding and communicating all product and technical information. Able to assess customer needs competently. Computer literacy in Microsoft Windows / Office environment. Possess driving license

B. KEY ACCOUNTABILITIES

Summarize the top 4-6 regular key accountabilities of the job. Begin with action verbs.

example of one statement: Prepare an annual sales forecast, consistent with product group marketing goals and sales management guidance. Include estimates of sales costs, values of sales, anticipated delivery schedule, gross profit and overall budget for each product.

	ACCOUNTABILITY	Estimated % of total job time
1	To achieve sales targets and other KPIs as defined by the management. Responsible for the full sales cycle, from leads to on-going account relationships as appropriate.	30%
2	To service existing accounts and develop new opportunities. Expand sales to existing customers by identifying additional needs and developing appropriate sales strategy to meet their needs. To create new leads through cold calling, networking and following up to successfully close the business.	30%
3	Monitor customers and competitors activities in the market and report important customer and competitor information to the management.	10%
4	To provide support to team members on technical related issues within our ranges of products as and when required.	10%
5	Manage customer accounts payable and ensuring on- time collection.	10%
6	Continuously improve current working knowledge of existing and new products and services.	10%
7	Any other duties as assigned by the management.	

Competencies

Competencies are skills or abilities required to perform a specific task or job to achieve a defined outcome. Select the competencies necessary for success in the position from the Kennametal Competency Directory.

Competencies for this position:

Kennametal Leader Profile (For supervisory and management positions):

Performance Driven
Leadership
Communication
Practical Judgment and Disciplined Problem Solving
People Selection
Managing Performance

Other Competencies (8-10 refer to Kennametal Competency Directory)

Integrity
Organization and Planning
Independence
Creativity & Innovation
Practical judgment and disciplined problem solving
Customer Focus
Negotiating Skills
Performance driven. Task & result oriented