

# Kubota Engine America

**JOB TITLE:** Associate Sales Manager  
**DEPARTMENT:** Sales  
**REPORTS TO:** Sr. Sales Manager  
**FLSA STATUS:** Exempt

## Job Description Summary

The Associate Sales Manager position is responsible for providing excellent customer support to existing Mid/Small OEM and Distributor, managing customers' orders through the sales order cycle and assisting with various sales matters. Developing plans to coincide with market trends, corporate goals, and objectives. This position is the "window" and direct link for all activity and communication including providing technical support to Mid/small OEMs and Distributor, Sales and other KEA Personnel. Making independent decisions regarding the planning, organizing, and scheduling of the work involved.

## Duties and Responsibilities

- Advise customers about orders, production, delivery, technical questions, product performance, and other issues or concerns.
- Consult with customers to define and analyze data to advise on or to recommend solutions utilizing knowledge of theory, principles, or technology.
- Assist application engineering with the application process.
- Assist and submit new pricing quotes to customers; monitor, track, and record the price requests until finalized with the customer.
- Follow KAPA system process for project management and quotes.
- Work with New Business Development team with new leads.
- Utilize engine selection tool to identify the appropriate engine recommendation to the customers
- Complete monthly sales reports and order variance GAPs to management
- Consult with coworkers, including those located in Japan, regarding engineering theory, technical topics, and application techniques
- Assist with the development of strategic plans to coincide with corporate goals and objectives
- Assist with the development of sales and marketing forecasts to include market share
- Monitor Customer purchases, sales and inventory reports vs customer monthly orders and shipments from the factory
- Assist with accounts receivable, and collection efforts as needed
- Assist the marketing department with measuring industry trends, technical developments, and competitor activity.
- Coordinate and provide sales and technical expertise for trade shows and exhibitions; assist customers with sales programs and promotions
- Inform management and mentor of all noteworthy activities
- Communicate, organize, and maintain confidential information and material
- Support Sales Assistants and co-workers in other departments as needed
- Follow safety guidelines and department and corporate policies and procedures

## Authority

N/A

## Job Knowledge, Skills, and Abilities

- Minimum 2 years of sales experience
- Basic knowledge and understanding of engines and off-road construction and industrial equipment
- Project management concept knowledge
- Ability to multi-task, establish priorities and meet deadlines, maintain a flexible attitude and approach towards assignments, and maintain level of organization in a changing and fast paced environment
- Strong command of the English language, both written and verbal
- Ability to comprehend a variety of instructions, both oral and written
- Ability to communicate in a professional manner
- Ability to be tactful and diplomatic in challenging situations
- Ability to maintain a high level of confidentiality

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- Excellent presentation skills as well as oral and written communication
- Strong problem solving and discernment skills for various decisions such as addressing highly complex customer issues. Excellent analytical skills
- General understanding of the international rules for the interpretation of trade terms (incoterms)
- Strong negotiation and closing skills, energetic, and have strong desire to succeed in sales
- Advanced working knowledge of word processing, presentation, and spreadsheet applications.
- Ability to travel approximately 30% of the time, possibly overnight, often with last minute notice; travel internationally possible, same day trip (going and back) possible.
- Advanced understanding and skills with Microsoft Office Suite of products, including PowerPoint, Excel, Word and Power BI

## Education and Training

- Bachelor's degree or equivalent in business or engineering

## Physical Demands

- Walking and sitting for long periods of time with some stooping, bending, kneeling, and reaching
- Dexterity to make fast, simple, repeated movements of the fingers, hands, and wrists
- Movement by holding, turning, and grasping objects
- Reaching by extending hands in any direction, regular lifting and/or moving up to 50 pounds
- Feeling temperature, shape, or texture by means of senses in skin
- Ability to drive a car and travel by air
- Ability to hear normal conversations on phone or in person
- Ability to see more than 20 feet
- Ability to see color and see/read computer screen

## Work Environment

- Work is performed in an office environment. Noise level is moderate
- Limited exposure to engine testing labs. Noise level ranges from moderate to very loud. Possible exposure to vibration, fumes, gases, and proximity to moving mechanical parts
- Limited exposure to the warehouse. Limited exposure to temperature variations when shipping doors are open
- While traveling, will experience noise and comfort levels common to automobiles and airplanes

## Tools and Equipment

- Computer, phone and other general office equipment
- Eye and ear protection required while working on engines

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/  
Manager: \_\_\_\_\_

Date: \_\_\_\_\_