

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 strong customer support to assigned Distributors and their OEMs, 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 with Distributors, Sales and other KEA Personnel. The role uses extensive thought and collaboration to strategize sales growth and new customer acquisition. 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.
- Periodic visits to assigned Distributors and Key OEMs to discuss current sales activities, ongoing projects, new development opportunities, any concerns, etc....
- Strategize with assigned Distributor on increasing current and winning new business in their AOR
- Analyze current and new potential OEMs to make recommendations to assigned Distributor on new opportunities to target Kubota engines and possible solutions
- Work with New Business Development team and Distributor to develop new leads.
- 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 [Project Management] system to manage all assigned projects and quotes using defined processes.
- 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
- Evaluate Customer purchases against their current forecast and report on variances.
- Monitor and report monthly on sales, market trends, and customer requests related to Kubota branded generators
- Periodic review of KPI results with assigned Distributors and prepare plans to achieve full score.
- 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 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

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- 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
- 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

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.

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Employee: _____

Date: _____

Supervisor/
Manager: _____

Date: _____