



Job Description

Job Title	Engineer - Plan & Spec
Department	Local Sales
Reporting Manager	Manager - Plan & Spec
Company	Dunham-Bush Sales & Services Sdn Bhd
Location	Kajang, Malaysia
Date Updated	1 st Dec 2021

General Summary:

The Engineer - Plan & Spec, reports to the Manager - Plan & Spec.

Principal Responsibilities:

- Prepare budgetary quotations to customers in accordance to specifications.
- Plan & Spec to identify customer's needs and enhance the company's chances of securing orders via technical understanding.
- Conduct product presentation for owners & consultants and establish a good relationship with their design team.
- Educate potential customers on Green Energy and Technical application.
- Prepare sales analysis report – success / failure rate, booking, invoiced sales, etc.
- Prepare Weekly Activity.
- Estimate heat load estimation for a facility.
- Seek potential customers among every region in Malaysia.
- Conduct system training for internal staffs.
- Any other duties assigned by the Management.
- Attend the company/business calls at all time.
- The company may at any time, deemed necessary, add or amend any of these job responsibilities.

Knowledge, Skill and Ability Requirements:

- 0 - 2 years of working experience, preferably in a manufacturing company with prior experience in industrial sales & services. Priority will be given to candidates with experience in Heating, Ventilating & Air-Conditioning (HVAC) industry with added experience serving M&E consultants.
- Experience in air conditioning and related products.
- Extensive experience in all aspects of Supplier Relationship Management.
- Strong understanding of customer, market dynamics and requirements.
- Willingness to travel and work in a global team of professionals.
- **Problem solving skills:** Can objectively analyze problems and identify workable solutions.
- **Negotiating and influencing skills:** Able to persuade, convince and influence others in the decision making process.
- **Communication skills:** Ability to express oneself clearly and encourage open communication.



- Customer-centric, proactive and analytical with strong sense of commitment towards highest standards of service
- Proficient in the use of Microsoft Outlook, Excel, PowerPoint and Words. Experience with the use of AutoCAD will be preferred.
- Candidates with sound technical knowledge on air-conditioning equipments, systems and processes will be given preference.

Education and Experience Requirements

- Candidate must possess at least a Bachelor's or Professional Degree in Mechanical Engineering.
- Air-conditioning/refrigeration competency certifications are desirable.