



## JOB DESCRIPTION (JD)

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Job Title : **EXECUTIVE, PROPOSAL ENGINEER**

### KEY RESULT AREAS AND RESPONSIBILITIES

1. Handle customer's inquiry and follow-up starting from budgetary stage up to receipt of purchase order.
2. Assist to provide solution and alternatives to customers on product and services required.
3. Maintain an up-to-date Inquiry Master List, ensuring all inquiries are attended to efficiently.
4. To review customer's specifications and requirement in collaboration with the Sales & Service personnel.
5. To source for alternative materials / products available in the market in order to provide cost effective proposal to customer.
6. Prepare a complete tender for submission, liaising with the other departments in the company.
7. To adopt best practices and implement continual monitoring and improvement on HSE (Occupational Health, Safety & Environment) and Quality.
8. Support other assigned activities when needed.

### KEY SELECTION CRITERIA:

Qualification:

- Diploma or Degree in Engineering / Science or equivalent.

Skills & Knowledge:

- Language (spoken/written): English and Bahasa Malaysia.
- Computer skill: MS-Office, MS-Word, MS-Excel.

Competencies:

- Excellent organization skills.
- Good interpersonal and communication skills.
- Problem solving skills.

### ACKNOWLEDGEMENT

REVIEWED BY (JOB OWNER):	VERIFIED BY (IMMEDIATE SUPERIOR):
NAME:	NAME:
DATE :	DATE :