



With over 16 million pumps produced each year and over 18,000 employees in more than 55 countries, Grundfos is today the world's leading manufacturer of pumps and pumping systems. Grundfos' products satisfy the markets' needs for effective, reliable and high-efficient solutions.

Grundfos in Iran is currently looking for the right candidates in order to further strengthen its local presence and sales force in the market.

Grundfos Iran can offer the right candidate excellent opportunities and challenges for personal and career development with an attractive benefits package and the chance to be part of a multicultural and dynamic team.

Position	Vacancy
Engineer – Technical Support	1 person
Senior Sales Engineer – Distribution	1 person
Sales Engineer - Industry	1 person
Executive – Administration & Marketing	1 person

Please send your updated resumes to [avaseghi@grundfos.com](mailto:avaseghi@grundfos.com), you are kindly requested to mention the position that you would like to apply for, in the email's subject.

For further information please refer to our website at [ae.grundfos.com](http://ae.grundfos.com).

## **JOB DESCRIPTION**

### **Engineer – Technical Support**

#### **PURPOSE**

Provide proactive, prompt and efficient customer-driven service while striving to offer excellent technical sales support and operational performance by partnering with an external sales body.

#### **JOB ACCOUNTABILITIES**

- Ensure a professional approach and work culture in the Internal Sales Department, by:
  - ensuring pro-active behavior
  - high quality focus on deliverables
  - clear prioritization and timely response
  - expectation management and feedback
  - Focus on stakeholder management.
- Ensure high level of technical support to external sales employees in managing their clients and/or accounts.
- Ensure coordination with External Sales for quotation follow-up and for update of opportunities.
- Evaluates orders and provides the best possible offer to customer enquiries while ensuring compliance to technical and commercial specifications; Including preparing of compliance statement and submittal files when necessary.
- Ensure strong interaction with the external sales body and external customers and provide clarification on Non-Standard and Uncommon Products. Get support from application management team for complex projects when necessary.
- Ensure that all relevant sales information and details on orders, conditions etc. are proactively documented and provided to the necessary parties.
- Prepares, reconciles and validates all quotations related to Projects, Tenders, and orders with special pricing and ensure entries recorded are accurate and in line with the approved price list.
- Develop and maintain a healthy and a professional relationship with key stakeholders, e.g. vendors, customers, internal service providers, contractors, etc. to ensure the timely and appropriate delivery of support.

#### **QUALIFICATION & EXPERIENCE**

Bachelor's Degree graduate, preferably in Mechanical Engineering, with at least 2 years of relevant experience is acceptable. Exposure to the Pump Industry is preferable.

## **KNOWLEDGE & SKILLS**

- Must have good presentation and influencing/negotiation skills.
- Able to critically analyze data and to propose solutions to problems.
- Good interpersonal ability and networking skills. Should be able to operate independently with minimal supervision.
- Must have the ability to listen and demonstrate good command of English both verbal and written. Proven ability to communicate effectively at all levels both within the company and in the sales field.
- Valid Passport

## **CRITICAL COMPETENCIES**

- Functional/Technical Skills
  - Intellectual Horsepower
  - Problem Solving
  - Business Acumen
  - Timely Decision Making
  - Organizing
  - Managing through systems
  - Drive for Results
  - Organizational Agility
  - Customer Focus
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## **JOB DESCRIPTION**

### **Engineer or Senior Engineer – Sales**

#### **PURPOSE**

As a Sr. Engineer or Engineer – Sales, you will actively promote and sell Grundfos products and services, to the corporate market within Iran, generate ideas and support product development based on feedback from customers.

You will present the total Grundfos products to prospective and existing clients in order to increase the revenue of the company and achieve the budgeted sales targets.

The responsibilities of this position include, but are not limited, to the below:

- Achieve sales targets by implementing agreed designed strategies and exploiting all business opportunities, thereby increasing the profitable growth of the company
- Develop and implement the business strategy and related policies
- Compile a weekly report on sales activities (including feedback from distributors / customers) for the management
- Manage the various projects, while delivering effective marketing mix through the available marketing channels to ensure leading edge over competitors
- Source and develop new customers in order to promote the Grundfos product and Services
- Maintain and develop a strong rapport with current clients through personal visits, telephone calls and correspondence

## **QUALIFICATION & EXPERIENCE**

To be considered for this position you should have the following:

- Bachelor's degree in Engineering, preferably Mechanical, with at least 2 years of relevant Sales experience in the HVAC or Industrial sector
  - Valid Passport
  - Experience in Pumps is an advantage
  - Good presentation and influencing/negotiation skills.
  - Creative and lateral thinker and a good team member. Able to critically analyze data and to propose solutions to problems.
  - Good interpersonal ability and networking skills. Should be able to operate independently with minimal supervision.
  - Due to the nature of the business, the job holder will often be required to work long hours. The job holder should have the ability to cope with several demanding customer/situations simultaneously and these must be dealt with tactfully at all times. Also should be available on mobile on a 24hrs basis in case of emergency.
  - Must have the ability to listen and demonstrate good command of English both spoken and written. Proven ability to communicate effectively at all levels both within the company and in the sales field.
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## **JOB DESCRIPTION**

### **Executive – Administration & Marketing**

#### **PURPOSE**

As an Executive – Administration & Marketing, you will be responsible for performing clerical, administrative, sales and marketing support duties in order to ensure that day-to-day operations of the office are provided in an effective and efficient manner.

The responsibilities of this position include, but are not limited, to the below:

- Receive and assist customers, clients, visitors in the office
- Answer phone calls and redirect them to the concerned employees
- Receive and distribute postal and courier packages
- Manage the travel desk and ensure required local travel tickets, local hotel bookings and local visas are arranged in time for employees
- Provide general administrative support such as preparing and composing correspondences, arranging meetings, processing confidential documents, making expense reports, tracking deadlines, forms and reports, filing electronic and hard copy, etc.

- Monitoring the office supplies and pantry items and replenishing them accordingly
- Support Sales team in preparing pricelist, quotations, etc. as instructed
- Support in organizing Marketing activities such as exhibitions, seminars, advertising in magazines and other published materials, etc.

### **QUALIFICATION & EXPERIENCE**

To be considered for this position you should have the following:

- Bachelor's degree holder in any discipline with minimum 2 years' experience in a similar role in a large company.
- Valid passport.
- Must be a good communicator; and have good written and verbal communication skills.
- Must have a keen eye for detail.
- Have the ability to work under pressure in a fast-paced environment.
- Comfortable handling confidential documents and information.
- Should have knowledge of office administration.
- Computer literate.
- Must have the ability to work under pressure. Should be pro-active and responsible.
- Customer Service Oriented
- Must have the ability to listen and demonstrate good command of English both spoken and written.