

### **Detailed Responsibilities:**

1. Develop strategies to secure new business from existing accounts
2. Identify new business opportunities that broaden CCI's customer base and diversifies its product lines
3. Promote our Company's capabilities to foster sales interest from new prospects
4. Develop the tactical initiatives needed to execute these strategies
5. Pursue these tactics aggressively through phone, computer and road/air travel
6. Prepare presentations, quotations and account proposals for new programs and service work
7. Provide assistance to Engineering and Quality whenever needed
8. Report weekly activity through team site initiative
9. Manage new programs from pre-launch through to production utilizing Outlook 365 project site
10. Establish and sustain harmonious working relationships and to communicate effectively with customers and with employees at all levels
11. Solve problems, maintain customary tight production schedules and realize profit potential
12. Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations
13. Able to work with mathematical concepts such as probability and statistical inference as well as fundamentals of algebra, geometry and trigonometry
14. Able to meet deadlines, tolerate frequent interruptions and to accept rejection from prospective customers
15. Understand technical aspects of CCI processes and launch timing sufficient to evaluate opportunities for viability (production, samples, prototype, etc.)

### **Essential Skills and Experience:**

1. College degree or four years equivalent experience in manufacturing sales, engineering or metal stamping management
2. Proficient in MS Word, Excel, PowerPoint, Project, Outlook
3. Ability to read and interpret blueprints a plus
4. Excellent communication skills, self-motivated, self-starter, sense of urgency, personable, extroverted, well organized and honest
5. Responsible with company automobile, cell phone, lap top, company assets
6. Adaptable to a schedule requiring frequent short-duration travel
7. Personality Profile Characteristics to include: Problem-solving; decision-making; achieving goals; leadership; concentration; attention to detail; accuracy in work product; analysis; motivation; cooperation; initiative; dependability & commitment to integrity

### **Physical Demands:**

1. Must be able to sit for long periods of time
2. Must be able to use hands/fingers for computer
3. Must be able to hear and communicate with employees via phone  
[Must be able to read basic paper and electronic document](#)