

Jerry Weinstein

226 Route 209

Port Jervis, NY 12771

(518) 701-6722

(718) 569-6475 (Fax)

jerryw@ceramaterials.com

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From: Jerry Weinstein

Subject: **Sales & Marketing Engineer Job Description**

Ceramaterials, a marketing, sales & distribution company for industrial furnace products, is expanding and is in need of a **sales and marketing engineer** at our upstate New York location.

CeraMaterials markets highest quality & lowest priced **graphite insulation, ceramic insulation, CFC's, graphite foil, moly & tungsten products, machined graphite, ceramics** and all furnace related products internationally.

We have:

- Great pricing
- Rapid delivery
- Payment terms
- Stocking services
- Expertise & guidance

The products we supply include:

- Graphite & Carbon insulation
- Carbon & Graphite Felt (PAN & Rayon)
- Carbon & Graphite Rigid Board & Block
- Carbon & Graphite Customized Shapes
- Graphite Foil
- "Flex-Shield" Composite Sheets
- Layered Composite Graphite Board & Foil
- Carbon-Carbon (CFC) Composites
- Graphite Cement & Coating
- Carbon Cordage & Tow
- Ceramic Fiber Blanket
- Ceramic Fiber Board
- Ceramic Fiber Paper
- Ceramic Fiber Textile
- Insulating Fire Brick (IFB)
- Graphite Machining
- Graphite Crucibles
- Molybdenum Sheet, Rod & Tube
- Tungsten Plate, Sheet & Heating Elements
- Thermocouples & Assemblies

Ideally looking for materials engineer or experience in the heat treat industry. Materials knowledge of these products, industrial furnaces and the heat treat industry very helpful, but not necessary.

Currently, our sales are obtained through internet inquiries, marketing calls and reorders by email or phone from an international customer base, with most sales from North American based customers. Sales are also obtained

through sales reps in the USA & Canada, so part of the job is supporting the sales reps getting them pricing & delivery information. Cold call sales & marketing to extend customer base is also required, which will need a thorough understanding of the product line & customer needs.

Part of job will involve processing orders, creating invoices & packing lists and keeping good computer records & paper work associated with these orders. This may include making shipping arrangements by UPS, Fed Ex, truck and such as well as credit card & bank processing of payments. Order follow up ensuring customer satisfaction and resolving any problems is a big part of the job.

Some of the products we sell are obtained from domestic & international suppliers who drop ship directly to our customers. Maintaining good supplier relations and finding new ones are part of the job.

Some products sold are stocked on site, so there will be some packaging needed from small cardboard boxes to full pallet loads. Must have ability to lift 50 lbs. and be handy with wood working tools, as we sometimes fabricate plywood boxes for shipping.

Purchase orders, paper work and computer data entry are all Excel based. Knowledge of PowerPoint or CAD helpful as we are often asked to create engineering drawings for our customers and suppliers. Most are just concept drawings done in Powerpoint.

There will be an admin assistant helping in this area and working alongside the engineer.

As the job description indicates, the position is mostly deskwork in the office, alongside an admin person who helps with processing orders & paperwork. Telecommuting will also work after an initial training period. Some travel to see customers would be needed in the future.

Job Description

Ceramaterials, a small engineering marketing, sales & distribution company for industrial furnace refurb products needs a full time sales & marketing engineer.

- Selling industrial furnace refurbishing products such as graphite & ceramic insulation, machined graphite, ceramics & Molybdenum & Tungsten for high temperatures. Looking for person with experience selling these materials & the heat treat industry.

- Sales are obtained through internet inquiries, marketing calls & reorders by email or phone from an international customer base.

- Principal duties & responsibilities:

- Promoting sales of Ceramaterial's products to customers & prospects through internet & phone inquiries, email prospecting & customer visits. ØCold call & email sales & marketing to extend the customer base.
- Supporting 9 sales reps getting them pricing & delivery information.
- Processing orders, creating invoices & packing lists & some record keeping.
- Packaging & shipping in stock items, while keeping inventory accurate.
- Providing service after sales to ensure customer satisfaction
- Working closely with administrative assistant in processing orders

•Job requirements

- Materials knowledge & heat treat industry experience desired
- Knowledge of Excel, Powerpoint & CAD helpful
- Ability to lift 50 lbs & do some packaging of stock items
- Language skills in Spanish or Chinese helpful

•Location

- Port Jervis, New York (relocation expenses available)

• Salary & benefits

- Salary + commission flexible depending on experience.

Contact:

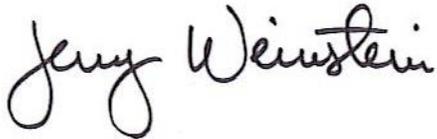
Jerry Weinstein

President of Ceramaterials

518-701-6722

jerryw@ceramaterials.com

Thank you.

A handwritten signature in black ink that reads "Jerry Weinstein". The signature is written in a cursive style with a large, looped "J" and "W".

Jerry Weinstein

President, Ceramaterials