

 **Job Title:** Inside Sales Engineer – Automation & Instrumentation

Company Name: YGEN Engineering Ltd.

Location: Mohakhali DOHS, Dhaka

Department: Sales & Technical Support (Inside)

Employment Type: Full-time

About Us:

We are a leading Automation and Instrumentation company specializing in delivering cutting-edge industrial automation solutions, control systems, instrumentation products, and services to various industries. To support our growing operations, we are looking for a proactive and technically strong Inside Sales Engineer who will act as the backbone of our sales and operations support team.

Key Responsibilities:

- Prepare and issue technical quotations based on client requirements and project specifications.
- Develop and format technical data sheets, product selection guides, and product comparisons.
- Carry out comparative studies between different OEMs/vendors.
- Create and manage Automation BOQs (Bill of Quantities) for projects.
- Assist in solution design and product selection based on application needs.
- Communicate with vendors or internal teams to gather pricing, lead times, and technical details.

Documentation & Reporting

- Generate invoices, challans, Mushak (VAT documentation), and other commercial paperwork.
- Maintain and update stock records, perform stock analysis, and support inventory planning.
- Prepare - project proposals, project documentation such as FAT reports, commissioning documents, warranty letters, etc.
- Track and manage purchase orders, delivery schedules, and client follow-ups.
- Maintain customer and vendor master data for easy reference and reporting.
- Track material inward/outward flow.

General Office Responsibilities

- Support in making presentations, reports, and other materials for client meetings.

- Keep records of vendor communications, offers, and past sales history.
- Collaborate with field sales, service engineers, and accounts team for smooth operations
- Handle CRM updates, sales pipeline tracking, and monthly reporting.
- Participate in internal process improvement activities related to sales support.

Qualifications & Skills:

Bachelor's degree in EEE, Mechatronics Engineering or related field

Min 1 year of experience in inside sales, technical support, or project coordination

Understanding of automation products, instrumentation systems, and industrial components

Proficiency in MS Office (especially Excel & Word), ERP/CRM systems, and basic design tools

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Excellent communication, organizational, and multitasking skills

Ability to work independently and manage multiple priorities under tight deadlines

Working Hours:

Saturday to Thursday: 9.30 AM to 5.50 PM

What We Offer:

Competitive salary and performance-based incentives

Professional development and training opportunities

A collaborative, friendly and technically rich work environment

Opportunities to grow within a fast-paced industry

Exposure to real-time projects and client interactions

How to Apply:

Send your resume with the subject line "Application for Inside Sales Engineer" to:

info@ygenbd.com; fahim@ygenbd.com

For Any kind of queries feel free to contact me.

Fahim Imtiaz

Assistant Manager

YGEN Engineering Ltd.

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