

THE MBE IT ***pays to work with.***

**Who is VEI Solutions?**


VEI Solutions is a family-owned glass and metal subcontractor whose roots go back decades. We are signatory with the International Iron Workers Union, meaning VEI Solutions can work with any affiliated iron workers union in the U.S. or Canada. As a nationally certified MBE/DBE, VEI Solutions can partner with larger, first-tier contractors to help meet strict diversity compliance goals in addition to pursuing first tier opportunities directly with GCs.

At VEI Solutions, our management team is committed to delivering quality results on time to ensure the success of every installation we perform. As a family-owned business with deeply-rooted values, VEI has a unique focus on building true relationships and taking pride in the work we do. While the values of the “handshake era” hold true for VEI today, we are also highly focused on the innovation and technology of tomorrow. Strong relationships and pride in our output are coupled with high efficiency and strong attention to detail.

**Performance Capabilities**


- Complete Envelope Packages
- Fire-rated Frames & Systems
- Storefronts
- Curtain Wall
- Glass & Metal Panels
- Unitized Panels
- Exterior & Interior Enclosures
- Miscellaneous Metals
- Window Wall

**Success Factors**




**VENDORS**  
*on time + efficient*

When it comes to vendors, our goal is simple: to consistently deliver on reliability, transparency, and efficiency. This means we promise to pay on time, every time, while working together to ensure quality and beautiful results.



**CONTRACTORS**  
*true partners*

We work hard to build trust with our contractors so that those relationships develop into true partnerships. We get the job done within their processes and are never the kink in the chain that holds back a project.



**EMPLOYEES**  
*badge of honor*

When you're proud of your output, you're proud of what you do for a living. Our employees wear the MBE status as a badge of honor and can rely on us to treat them with the same respect as those we partner with on-site.

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## Sales Analyst

Reporting to Business Development Manager  
Job Type, Full Time

### Position Overview

VEI Solutions is looking to hire a Sales Analyst to join our current Estimating Team. The ideal applicant will be a self-starter capable of identifying opportunities to help improve current processing, support current team members, and increase VEI's ability to win the right projects, with the right customers, at the right prices. The Sales Analyst will have the ability to handle numerous projects, prioritize workloads, and work with minimal supervision. The Sales Analyst will have an interest in Construction and the Construction Sales Process and will have a desire to learn all aspects of the Construction Sales Cycle. The Sales Analyst will have a strong understanding of, and the ability to exercise, core sales methodologies and strong analytical pricing skills to secure project awards that are in the best interest of both VEI and its clients.

Sales Analysts are considered essential members of VEI's sales team making customer focus a priority. The Sales Analyst, alongside of VEI's Estimators and Business Development Manager, will be engaging members of a customer's team early in the life cycle of a project, and will be expected to help set the tone for a positive experience with VEI Solutions. Once a Project is awarded, the Sales Analyst will assist with transitioning the project from the Pre-Construction Department to the Project Management Department to ensure successful service delivery to VEI's customers.

### Required Education & Experience

- College Degree
- Math, geometry, and configuration skills.
- Effective communication, negotiation, problem solving, and relationship skills.
- Understands cost, overhead, and profit.
- Strong time management skills.
- Sales Experience (*Preferred*)
- Successful drug & background check; Clean.
- Glass & Metal Experience (*Preferred*)
- Writing, grammar, and presentation skills.
- Ability to work under pressure, prioritize tasks, and manage resources.
- Strong attention to detail and organization.
- Ability to consistently meet deadlines for proposals, bids, and other deliverables.
- Valid Driver's License; Clean record.

### Additional Skills & Qualifications

- Microsoft Office Outlook, Word, Excel, Power Point, Project
- Adobe DC (*Desired*)
- Proficient use of estimating, scheduling, and project management software. (*Desired*)
- Invitation to Bid Software (*Desired*) iSqFt, SmartBid, Procure, Grade Beam, etc.
- BlueBeam (*Desired*)
- OSHA 30 (*Desired*)
- CRM Experience (*Desired*)

### Job Duties

- Participate with the Sales Department to generate new business.
- Establish, build, and maintain relationships with customers and suppliers.

- Prepare take-offs, cost estimates, and schedules for projects, materials, fabrication, field labor, and field equipment for contracts ranging between \$10,000.00 - \$75,000.00
- Prepare, coordinate, and track RFIs, submittals, change orders, and material orders.
- Interpret and analyze construction documents, participate in project specifications, and translating construction plans.
- Maintain project data and filing systems.
- Generate and distribute weekly and monthly reporting.
- Record meeting minutes for internal and external meetings.
- Attend pre-bid meetings and conduct site inspections, as necessary.
- Team with the Field Team to ensure accurate data collection for bid generation and project execution.
- Feed materials, samples, information to Field Team and clients.
- Prepare and submit attractive, accurate, and competitive bid packages.
- Assist management with customer proposal presentations.
- Ensure up to date, complete, and accurate records, budgets, schedules, and progress reports to ensure a smooth transition of awarded business to the project management team.
- Attend weekly team meetings.
- Safely perform tasks and adhere to all safety policies and procedures.
- Develop a thorough understanding of Vei Solutions' Health & Safety Policy and intentionally incorporate Health & Safety Policies into estimates and job planning documents and schedules.

#### **Additional Duties**

- Stay informed about current products, systems, and industry practices.
- Remain up to date on current software programs used for the bidding process.
- Participate in training, educational seminars, and classes as opportunities present themselves or required by management.

#### **Compensation**

- Competitive Pay
- Health, Dental, Vision Insurance
- Life Insurance
- Short & Long Term Disability Insurance
- Paid Holidays
- Vacation

#### **Equal Employment Opportunity Policy**

VEI Solutions, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



VEI  
SOLUTIONS

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***Apply Now***

If you are interested in this position, we would be interested to hear from you! Please indicate your interest by sending us a brief email, your resume, and any references (2-3 preferred) to:

[humanresources@veisolutions.com](mailto:humanresources@veisolutions.com)

