

Sales Engineer – Sales, Billing & Estimation (MEP)

Job Description | Prepared by Cusec Consulting

Function / Department	Sales, Billing & Estimation (MEP)
Location	Gurgaon and Delhi
Number of positions	4 (2 — Gurgaon; 2 — Delhi)
Employment type	Full-time, Permanent
Experience required	3–8 years
Industry	MEP / EPC Contracting
Reports to	Sales / BD Head (COO – Sales) / Commercial
Reference code	CUSEC-UE-SALES-SBE-MEP-01
Posted on / Apply by	[DD Mon 2026] / [DD Mon 2026]

About the opportunity

This role is with a well-established MEP/EPC contracting organisation delivering mechanical, electrical, plumbing, HVAC and fire-protection systems across industrial and commercial projects. The search is being managed by Cusec Consulting, a management and talent-advisory firm partnering with leading real-estate, infrastructure and MEP/EPC organisations.

We are seeking Sales Engineers – Sales, Billing & Estimation (MEP) for Gurgaon and Delhi (two positions each). The role spans the full commercial cycle — estimation and costing, techno-commercial quotations, project billing (RA bills, invoices and reconciliation), and sales coordination — ensuring commercial accuracy from quotation through billing and payment.

Role overview

Reporting to the Sales / BD Head (COO – Sales) / Commercial, the Sales Engineer – Sales, Billing & Estimation is responsible for preparing MEP cost estimates, quotations and BOQs; preparing and verifying project and RA bills, invoices and reconciliation statements; comparing vendor/subcontractor quotations and supporting negotiation; and coordinating across Sales, Projects/Execution, Procurement, Accounts and clients. The role suits a commercially-minded engineer with sound numerical ability, a basic understanding of MEP works, and strong attention to detail across estimation and billing.

Key responsibilities

1. Estimation and costing. Study tender documents, drawings, specifications and project requirements; take off quantities from drawings and prepare detailed estimation and quantity

sheets; and prepare cost estimates, quotations, rate analysis and commercial proposals across HVAC, electrical, plumbing and fire-fighting works.

2. Billing and commercial documentation. Prepare and verify project bills, RA bills, invoices and supporting documents; prepare measurement sheets, billing statements, reconciliation statements and MIS reports; and verify quantities, measurements, rates and billing values before submission.

3. Vendor/subcontractor quotations and negotiation. Float enquiries and compare vendor/subcontractor quotations, and assist in rate negotiation to support competitive and accurate costing.

4. Sales support and business development. Assist the Sales team with technical and commercial quotations; pursue MEP project opportunities and liaise with clients, consultants and project teams; and follow up with clients on quotations, purchase orders, work orders and payments.

5. Discrepancy identification and control. Identify discrepancies between BOQ, actual execution, PO and client billing, and highlight variations or missing items for resolution.

6. Coordination and records. Coordinate with Sales, Project/Execution, Procurement, Accounts and clients to ensure quantities and billing are accurate and aligned with project requirements; and maintain project-wise records of quotations, orders, billing, payments and costing.

Required skills

- Good knowledge of MS Excel.
- Understanding of BOQ, estimation, costing, billing and rate analysis.
- Ability to read and understand engineering/project drawings (AutoCAD exposure preferred).
- Good communication and coordination skills.
- Attention to detail and problem-solving ability.
- Knowledge of Tally / ERP / software will be an added advantage.
- Basic knowledge of HVAC, MEP, fire-fighting, electrical or related engineering works will be an advantage.

Qualifications and experience

- B.E./B.Tech / Diploma in Mechanical or Electrical Engineering, or a commerce/graduate background with relevant billing/estimation experience.
- 3–8 years' experience in sales coordination, estimation, project billing, or the engineering/construction industry preferred.

What we offer

- A commercially central role spanning estimation, billing and sales in a growing MEP/EPC organisation.
- Exposure to diverse MEP projects and to the Sales, Projects, Procurement and Accounts functions.
- A competitive compensation package, commensurate with experience.

How to apply

Apply on the career portal of Cusec Consulting LLP at <https://cusecconsulting.com/careers>

Cusec Consulting is an equal-opportunity partner. We welcome applications from all qualified candidates regardless of gender, age, religion, caste, or background.