

EMPLOYMENT OPPORTUNITY

POSITION: Sales Specialist - HDT
Non-exempt Category 13

Working under general supervision, the Sales Specialist works with customers and outside sales representatives within their specified market concerning quotations, purchase orders, pricing, stock and commissions to assure that established gross margins are met and corporate policy is followed by performing the following functions:

- Set up new customers with the appropriate terms and conditions and outside sales representative assignment; coordinate with Finance, Sales Manager and Commercial Manager.
- Prepare quotations per the customer requirements, ensuring compliance to TS16949/AS9100.
- Work with Sales Managers and Sales Supervisor to ensure all necessary information regarding customer expectations and requirements are understood.
- Responsible for contract review on new part numbers as well as PO discrepancies found on existing part numbers. Coordinate with Quality, Engineering, Manufacturing and Commercial Manager.
- Follow up on quotes with the customer and or Outside Sales Representative for quotation results.
- Aid Engineering in design of new part, provide prototypes to the customer and follow up.
- Work with Finance on issues related to RGA debit/credit memos, pricing issues and pro-forma invoices.
- Organize meetings for customer visits, conduct and or setup plant tours and entertain visitors.
- Review and correct unfavorable gross margins; coordinate with Sales Manager, Sales Supervisor and Commercial Manager.
- Initiate XP (sample) orders, EO process, and routing of paperwork for PPAP-FAI parts.
- Pull account information Supplier rating (Delivery/Quality) from customer web sites.
- Access customer web sites to view, print and complete new quotations.
- Completes customer surveys.

QUALIFICATIONS:

- Excellent grammatical skills, telephone skills, verbal, writing and listening skills
- Must be good with time management, detail-oriented and error-free work
- Ability to use PC, fax, calculator and copy machine
- Ability to be proficient in the use of computer software (Microsoft Suite)
- Prefer two years of college or equivalent with an emphasis on business exposure
- Prefer a minimum of six (6) months Flexfab experience