



Responsible for acting as a liaison between management, employees and clients to ensure proper lines of communication. They will also manage customer accounts for aftermarket sales and assist with customer inquiries, purchase orders, quoting, billing, and other clerical duties as assigned.

YOUR TASKS

- Provide assistance to internal and external customers in a timely manner
- Participate in cross-functional teams within the organization
- Search for new clients who might benefit from company products or services
- Develop long term relationships with clients

YOUR PROFILE

- Assist in contract negotiating
- Assist in calculating client quotations and administering client accounts
- Provide after-sales support services
- Preparing reports
- Assist in coordination of sales projects
- Support marketing activities
- Prepare internal work orders for sales projects
- Maintain client accounts and documentation
- Maintain a safe work environment by adhering to safety procedures and regulations
- Document actions by completing production and quality logs
- Update job knowledge by participating in educational opportunities
- Accomplish organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Prepare shipping documentation for both domestic and international customers

REQUIRED SKILLS AND ABILITIES

- Excellent oral and written communication skills
- Detail oriented with a high degree for accuracy
- High organized and flexible
- Ability to multitask and meet changing deadlines
- Ability to read and understand component drawing (blue print)
- Working knowledge of Microsoft Office products including Excel, Word, and PowerPoint
- Must be self-directed and able to complete projects with limited supervision
- Familiar with ERP systems (Encompix, SAP knowledge a plus)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

