New Job Opportunity

Regional Inside Sales

Date: October 3, 2012
Location: Canton – Haggerty Rd, Michigan

Summary: Responsible for lower volume quoting, Salesforce.com (SFDC) data entry, general reporting requirements, and pricing/costing calculations.

Requirements (Qualifications & Skills):
• 4 year college degree in Metallurgy/Material Science or equivalent experience.
• Minimum 1 - 3 years of quoting experience.
• Must possess general metallurgical knowledge and capable of interpreting blue prints and specifications.
• Proficiency in oral and written communication for interfacing with top management levels, various plant personnel and sales team. Demonstrated ability for attention to detail and accuracy of work.
• Requires computer experience, specifically with Microsoft Office programs. CRM program experience preferred.
• Must possess a high degree of understanding of basic math and algebraic functions.
• Must have the ability to report for work on time, follow directions, interact effectively with co-workers, understand and follow rules and procedures.

Essential Job Functions (Duties & Responsibilities):
• Draft all heat treat quotations within 48-72 hours of receiving the RFQ.
• Develop Excel spreadsheets per job to calculate pricing to be used on the quotes.
• Follows established procedures to develop pricing on various heat treat processes for plants in the Automotive region.
• Maintain information within SFDC to ensure reporting is as accurate as possible.
• Develop and distribute reports from SFDC as determined by Commercial Manager and VP of Operations.
• Assist with quote revisions as assigned by Commercial Manager.
• Track quote volumes and develop pipeline reports by plant. Ensure accuracy of sales $ volumes per job to assist with forecasting and sales team follow-up.
• Additional duties and projects as assigned by Commercial Manager.

***If interested, please discuss with your immediate manager per company policy. Once you have communicated with your manager you must submit a resume to:

Kathy Neumann
Office Manager
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Fax: 734-266-9247
Ph: 734-427-6814

Expires: October 16, 2012