



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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Expires: October 16, 2012