

## **Advantech Industries**

### **SALES ADMINISTRATIVE ASSISTANT**

#### **JOB SUMMARY:**

Under the supervision of the Sales Manager, the Sales Administrative Assistant is responsible for the entire quote preparation process starting from receipt of Request for Quote from customers through compilation of complete quote package. This position also handles sending quotes out to customers along with handling daily customer requests.

#### **DUTIES & RESPONSIBILITIES**

- Receive RFQs from customers
- Review drawings and quote data for all necessary information
- Contact customer for any issues regarding quote package
- Print and organize all job specs, prints and necessary data
- Assign quote number to quote package
- Check history of parts in system
- Obtain quotes from outside vendors for job requirements
- Compile completed quote package and deliver to Engineering Manager
- Create quotes and send to customers
- Receive and log purchase orders
- Create jobs in software system
- Work with production control to obtain target pricing from outsource vendors if job is awarded.

#### **SKILLS & QUALIFICATIONS**

- With limited supervision and quality work ethic, functions as a member of a customer-driven quality engineering team whose goal is to ensure that customer requests and product requirements are consistently achieved.
- Superior communication skills, both verbal and written, and ability to develop teamwork among staff.
- Must be diplomatic and possess good human interaction skills.
- Holds oneself accountable for doing whatever is needed to meet the commitments made around project outcomes.
- Ability to multi-task using the appropriate level of accuracy and priority setting.
- Maintains adequate levels of performance and motivation despite job tasks that are routine, repetitive and / or non-stimulating.
- Ability to work well under pressure, to adhere to deadlines and the ability to be flexible.

- Thorough operational knowledge of computer, copier/printer and phone usage.
- Ability to prioritize and organize.
- Microsoft Office experience preferred.
- High School Diploma or GED
- Minimum 5 years experience in related manufacture engineering environment.

Employment is contingent upon successful completion of a pre-employment drug screening.

Advantech Industries is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process please call Human Resources.

\*If interested, please reply with resume or visit our website to fill out our online application at –

<http://www.advantechindustries.com/careers.html>