

VERMONT COMPOSITES INC.

POSITION: Sales Coordinator

SHIFT: 8:00am to 5:00pm

JOB DESCRIPTION: Will coordinate technical sales and customer service activities for assigned aerospace and medical accounts. Communicates with customers throughout the day primarily via telephone and email. Will also coordinate customer visits to the company. Enters customer orders into system. Coordinates the production and shipping dates with engineering, purchasing and manufacturing and keeps customer updated on the order status. Verifies data provided for quotes and enters into system for tracking and bid review. Communicates the quote to the customer and follows up with the customer to finalize into a sale. Responds to customer complaints and questions with prompt follow through. Supports shipping group to ensure proper shipping methods. Verifies invoices prior to finalizing and sending to customers. Assists in the preparation for trade shows. Will be expected to visit customers' places of business with sales manager when required.

EDUCATION: Minimum of an Associates Degree in a Business related field

PREVIOUS EXPERIENCE: Minimum of 3-5 years technical customer service experience preferably in a manufacturing environment

REQUIRED:

- Excellent verbal, written and interpersonal communication skills
- Must be well organized, be able to multi-task, meet all assigned deadlines, have good attention to detail and work independently with minimal supervision
- Must have strong computer skills including proficiency in Microsoft Word, Excel, Outlook, Access and PowerPoint
- Must be able to master and use Epicor Vantage manufacturing operating software
- Must work overtime when needed which may include occasional weekend hours and overnight customer visits.

Vermont Composites is an Equal Opportunity Employer