

Perfection Spring & Stamping Corp.  
Job Description

**Job Title:** Sales Administrative Assistant  
**Department:** Sales

**JOB RELATIONSHIPS:**

**Reports To:** Vice President, Business Development  
**Supervises:** No One

**BASIC FUNCTION:** Perform business-to-business sales and account management in including, but not limited to: enter quotes; field inquiries from website; generate sales reports; perform cost breakdowns, justifications, analysis and corresponding paperwork; complete customer/potential customer questionnaires; and address other designated legal items with respect to new accounts.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Enter new and ongoing updates of sales intelligence, contact information and quote status into Salesforce.com.
2. Monitor incoming phone calls from customers to answer questions, start quote or requote process, resolve issues, respond to inquiries, direct to correct inside contact, and provide pricing and repricing requirements.
3. Evaluate potential price increases, or requests for price decreases and recommend and/or report to the sales team.
4. Enter, update and prepare accurate and timely customer quotations/estimates.
5. Complete customer required quote breakdown sheets, internet portal, packaging information, customer required forms, etc. for an RFQ request for any accounts or as directed.
6. Contact customers to assist engineering/estimating to clarify print tolerances, customer specifications, missing information, etc., to expedite pricing of quotations as necessary.
7. Work with engineering, sales and customer service teams to coordinate the implementation of new parts, customer kickoff, coordinate dates, follow-up on action items toward a smooth project kickoff with customers via update for requotes.
8. Other duties and projects, as assigned.

**POSITION REQUIREMENTS AND SPECIFICATIONS:**

- A minimum of five (5) years experience with a demonstrated track record of successfully supporting a busy sales team within a technical manufacturing environment required.
- Broad technical and mechanical engineering knowledge preferred in a combination of experience, education and training equivalent to a Bachelor's degree required.
- A minimum of five (5) years sales experience within a metal stamping or spring manufacturing environment preferred. Experience in the automotive industry highly desirable.
- Must be self-motivated, goal oriented and tenacious. Ability to work independently within guidelines and to work through/around obstacles.
- Strong written and verbal communication skills and effective listening skills required.

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- Articulate, well-spoken individual, capable of effectively representing the company both internally and externally, as well as strong interpersonal and effective listening skills required.
- Effective conflict resolution skills, problem-solving abilities, along with sound, logical decision-making skills, and a demonstrated ability to deal with all levels of people; must be able to establish and maintain a strong rapport and positive relationships with all levels of staff internally and externally.
- Computer proficiency with MS Office Suite required. Knowledge of and experience with manufacturing systems (either ERP or MRP) a plus. Excellent typing skills for accuracy and speed.
- Must be highly flexible, energetic and well organized; able to respond and adapt to changes with a proven ability to manage shifting priorities and organizational needs.
- Must be able to work effectively under pressure and manage multiple competing deadlines and projects.
- Must be able to establish and maintain a strong rapport and positive relationships with all levels of staff internally and contacts externally.