



**IB-TECH JOB BID  
Sales Administrator – C2 – 1st SHIFT**

<b>INTERNAL JOB POSTING #24-07-2022 (Please Include Job # on Job Submission Form)</b>	
<b>POSTING DATE</b>	Wednesday, July 27, 2022
<b>APPLICATION PROCESS</b>	Job Submission Form to Julie Buzzard (HR)
<b>APPLICATION DEADLINE</b>	Wednesday, August 3, 2022

**Requirements**

- Associate Degree (AS) in related field AND 3-5 years of job-specific and related experience in manufacturing sales and marketing OR;
- 5-7 years of job specific and related experience in manufacturing sales and marketing AND;
- Must possess demonstrated analytical capability; ability to work independently and as a team; excellent written and oral communication; ability to inspire and motivate others; and proficient computer skills, specifically in Microsoft office applications, enterprise resource planning systems and financial systems experience is required.

**Primary Roles & Responsibilities**

- Confirm to customer and enter new model orders in Plex
- Create and update required international Material Data System (IMDS) regulatory entries
- Create Sales department specific purchase orders in Plex and track shipment and receipt
- Create tooling quotations in specific customer format and submit
- Assist in developing annual sales strategies for new markets and existing customers
- Facilitate and act as the lead customer interface regarding new MP packaging development, including creation and submission of required customer pack forms
- Facilitate and lead tooling asset identification process and customer reporting
- Perform market research for potential leads or customers for IB Tech
- Track mass production shipments sales and invoices for payment accuracy
- Prepare monthly and yearly sales planning forecasts in Plex
- Receive, confirm, and process in Plex, customer service parts order requirements
- Support New model Development meetings and maintain SAP for required sales activities
- Track New Model Event Shipments sales and payment accuracy
- Prepare and distribute internal new business form or build out form
- Prepare monthly sales planning forecasts
- Prepare mass production and event customer quotations in specific customer format based on request for proposal
- Travel not likely or 0%, but may be requested by Leadership
- Training needs are based on IB Tech’s training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

**Physical Demands**

- Associate must be able to occasionally lift to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 7 hours per day. Typical work environment includes sitting, typing, writing in an office setting 7 hours per day. Associate must have a valid driver’s license to operate company vehicles. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in an 8.5-hour day.

**Grade/Classification:** C2 - Administrator  
**FLSA Status:** Salary-Exempt  
**Department Assignment:** Sales  
**Function:** Administrator  
**Reports to:** Sales Area Manager  
**Supervises:** None

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev 9/10/20