

## Employment Opportunity – Quotation Specialist, Electrical Products

### Summary:

States Manufacturing is seeking an experienced Switchgear, Switchboard, Industrial Control Panel quotations expert. Ideal candidate will have industry experience in the power distribution field with working knowledge and an understanding of the core business units that make up States Manufacturing's electrical products division.

This is a full-time position. Typical working hours will be Monday – Friday with hours ranging from 7:00a.m. to 5:00p.m. Overtime will be available and/or mandatory at management's discretion.

### Specific Duties Include:

- Provide pricing and lead time on standard catalog type products.
- Provide pricing and lead time estimates on custom applications based on inquires and publicly available bid projects.
- Utilizes industry knowledge and expertise in making judgements regarding specific product or project requirements.
- Proactively works with States sales, engineering, and production teams to meet customer needs and resolve issues.
- Provide excellent customer service with timely follow-ups and response to inquiries.
- Actively participates in coordinating, analyzing and acting upon information and feedback of customer needs or requests.
- Coordinates with customer service representatives to enter sales orders in ERP system, delivering all applicable sales documents and specifications.
- Participates in sales activities and industry events to promote the growth of Company business.
- Verifies shipping information and dates, prior to shipment (contact, address special requirements).

### Skills and Qualifications:

- Minimum 4-5 years' experience.
- Knowledge of Electrical Power Distribution Equipment required.
- Experience with an ERP system.
- Working knowledge of Microsoft Office products, including Outlook, Excel, Word, PowerPoint.
- Ability to pass background and drug test prior to employment.
- Ability to work in a team environment to accomplish daily tasks.
- Superior problem solving, project management and analytical skills.
- Demonstrated ability to work independently making sound design decisions for a week at a time.

### Physical Requirements/Working Environment:

- This position requires the ability to sit, and bend or stand for extended periods of time.
- This position requires some travel, primarily local.
- Performance of duties will mostly be in the office.

Application Instructions:

- Email your resume to [resumes@statesmfg.com](mailto:resumes@statesmfg.com) or call our main office at 763-588-0536 to talk with a representative today and schedule your interview. States Manufacturing is an equal opportunity employer.

