

Job Title	Quotation Specialist	Date	12/5/2023
Department	Sales & Marketing	Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports To	VP of Sales & Marketing	FLSA Status (to be completed by HR)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Revision	A		
Summary (Main Purpose)			
<p>The Quotation Specialist will quote Switchgear, Switchboard, and Industrial Control Panels. Working knowledge and an understanding of the core business units that make up States Manufacturing's electrical products division. Provide others with accurate and timely costing, quoting, pricing, and technical information based on customer specifications. You will conduct extensive research and analysis of multiple product lines and manufacturing capabilities to generate quotations that result in generating a profit for the organization and repeat business from the customer.</p>			
Job Duties and Responsibilities (Essential Functions)			
<ul style="list-style-type: none"> • Sales, negotiations, pricing, and building relationships. • Knowledge of multiple product lines and pricing strategies required to generate quotations that result in profit for the organization. • Knowledge of SAP programs used to support the Quotations process. • Knowledge of logistics strategies. • Mathematical skills. • Organizational and time management skills. • Oral and written communication skills. • Negotiation skills. • Ability to work with people at all levels of the organization. • Ability to project a positive and professional image on behalf of the Company. • Ability to maintain and grow product knowledge and applications. • Ability to think strategically to create a quote that will result in a sale. • Ability to develop and build relationships at all influence points. 			
Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).			
<ul style="list-style-type: none"> • Minimum 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 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. • Diligent and resourceful in seeking solutions to problems and adapting to new situations. • Ability to read and interpret specifications/narratives and blueprints for all trades that impact electrical. • 			

- Knowledge of what States Mfg builds.
- Project Management Skills a must
- Experience in the electrical field

Additional Skills and Experience *(Preferred or helpful)*

- Ability to build and foster long-term relationships and effectively interact with a variety of personalities; follow through with commitments.
- Ability to foresee events and anticipate changes in conditions and operations to the greatest extent possible and react to these appropriately.
- Diligent and resourceful in seeking solutions to problems and adapting to new situations.
- Previous experience using estimating software and proficient in the use of standard office computer programs such as MS Project, Word, Excel.
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This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Demands and Conditions Analysis: Quotation Specialist

Working Conditions

The essential functions of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting	X				
Works with others			X			Standing			X		
Customer contact		X				Walking			X		
Shift Work			X			Bending/stooping				X	
Extended Day		X				Squatting/Kneeling				X	
Keeping work pace/deadlines	X					Crouching/Crawling					X
Performing repetitive tasks	X					Twisting at waist				X	
Noise (decibels) 91				X		Reaching above shoulders				X	
Vibration				X		Reaching below knees				X	
Abrupt temperature changes				X		Lift/carry up to 40 lbs.				X	
Heat (above 85 F)				X		Push/pull to 100 (force)					X
Cold (below 65 F)				X		Climbing ladders				X	
Wetness				X		Climbing stairs					X
Dampness				X		Sweeping/mopping					X
Dryness				X		Operating foot controls					X
Odors & dusts				X		Manual Tasks					
Work with solvents				X		Grasping with one hand	X				
Work acids, bases				X		Grasping with both hands	X				
Work with oils				X		Manipulating with one hand	X				
Work with toxins				X		Manipulating with two hands		X			
Poor ventilation				X		Handwritten communication		X			
Fumes				X		Using keyboard	X				
Mechanical hazards				X		Using hand tools				X	
Electrical hazards				X		Twisting/wringing				X	
Sensory Tasks						Scrubbing/washing/polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			Equipment Operation					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech		X				Operating hoist equipment					X
Hearing mechanical sounds			X			Operating shop machinery					X
Sensing odors				X		Operating power tools					X
Sensing by touch				X		Operating torch			X		X