

## Job Description

<b>Job Title:</b>	Jr. Quotation Specialist	<b>Reports To:</b>	Application Engineering Mgr.
<b>Department:</b>	Engineering	<b>Location:</b>	Livermore, CA
<b>Exemption Status:</b>	Exempt (Salaried)	<b>Level/Salary Range:</b>	TBD

### Our Mission

We are an employee-owned company, providing effective automation solutions. We are dedicated to quality and long-term value. Our first priority is to meet and exceed the requirements of our customers.

Powermatic Associates is consistent in delivering products and solutions that simply work. Our reputation has allowed us to grow along with the successes our customers experience.

As a leading Original Equipment Manufacturer (OEM) distributor, it is important to have inventory available, so our customers can anticipate the timely delivery of their tools and/or systems. Some of our standard product inventory includes circuit breakers, contactors, programmable logic controllers (PLCs), and sensors of several technologies. We also inventory raw stock items for our value-added assemblies, in order to reduce lead times.

### Behavior Standards

In the performance of the respective tasks and duties, all employees are expected to abide by the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Be honest, ethical, and hardworking with a strong desire to succeed.
- Work independently while understanding the necessity for communicating work efforts with other employees and organizations.

### Job Purpose

The Quotation Specialist is responsible for supporting projects from time of quote through final closing. This will include material quotations from customer inquiries, plans and specifications.

### Principal Duties & Responsibilities (Essential Functions)\*

- Provide a labor quote, in a timely and consistent manner, according to the drawing, bill of materials (BOM), and other documents provided by the customer.
- Interface with the manufacturing, process and test engineering teams for any special tooling required to be quoted prior to submitting, approving and running a prototype.
- Assemble and validate the final quote markup price.
- Ensure that all quotes are reviewed for bill of materials (BOM) completeness, including labor and tooling of each BOM called out with the customer requirements and company standards.
- Review for correctness and negotiate pricing with manufacturers and customers.
- Provide technical support to internal departments: managers, outside and inside sales teams..
- Oversee the maintenance of quote databases to ensure accuracy of the quote log.
- Administer orders with special instructions and documentation requirements.
- Other duties as assigned, needed or required.

*\*To comply with regulations set forth by the Americans with Disabilities Act (ADA), the principal duties in this job description must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Qualifications & Skills

- Bachelor's degree in a related major is preferred but not required.
- Previous experience in the Electrical/Mechanical industry is preferred.
- Knowledge of electronic parts and their market preferred.
- Must have good written and verbal communication skills.
- Good organizational and IT skills.
- Excellent attention to detail and strong organizational skills.
- Ability to initiate, establish, and nurture business relationships with our customers and vendors.
- Must possess a positive and professional attitude with the ability to effectively work with staff at all levels.
- Ability to work at a fast-pace and learn products, systems, and sales processes.
- Working knowledge of ISO preferred.

## Working Conditions

Powermatic Associates is a rapidly growing organization and as such our team must be very agile and be comfortable working in an evolving environment. The working conditions for this position is primarily sedentary in an office environment; experiences frequent interruptions; required to meet deadlines; requires visual concentration on detail, dexterity and precision. Typical work hours are M-F, 8am-5pm.

## Travel Requirements

This position may require daily travel to a customer site, up to 15%.

## Physical Requirements

- Most work is performed in a temperature-controlled office environment.
- While performing the duties of this job, the employee may be required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier/scanner and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

## Direct Reports

There are no direct reports for this position.