



Sales Specialist

JOB POSTING – Mazzella Lifting Technologies Charlotte, NC

Duties and Responsibilities:

1. Respond to customer and outside sales requests in “real time” for price quotations, order placement, adjustments and cancellations
2. Establish and maintain rapport with customers in order to provide best possible service
3. Prepare quotes, order entry and resolve queries utilizing the ERP system
4. Link with outside sales, purchasing and plant management to expedite orders and improve delivery dates as required
5. Plan, organize and coordinate with management to pre-qualify bids over \$3000 for Project or Contract Management
6. Coordinate delivery times with production and Operations Manager in order to achieve customer satisfaction when normal lead times are not adequate
7. Obtain information, pricing and specifications from vendors to complete and execute project timelines
8. Work with Engineering on OEM/Special Product Opportunities
9. Report and discuss customer issues: opportunities, threats, internal or external with Sales or General Manager
10. Perform other duties as directed or required

Qualifications:

- College Graduate, BA/BS Business.
- Previous experience in Industrial Sales, with a proven track record, business management or marketing a plus.
- Ability to operate PC based programs, competence in Microsoft Office: Excel and Word.
- Must be detail-oriented with capacity to multi-task.
- Strong analytical, conceptual, communication and strategic thinking skills.

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to careers@mazzellacompanies.com or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:

Human Resources
Mazzella Companies
21000 Aerospace Parkway
Cleveland, OH 44142