



## OPEN POSITION

### Parts Sales Coordinator

#### Primary Duties & Responsibilities:

- Prepares quotations for parts orders and processing of resulting orders for all SencorpWhite manufactured equipment.
- Assisting customers and field service personnel with required part numbers, lead times, and necessary order details to ensure smooth and timely transaction.
- Receive inquiries via fax, phone, and email for replacements parts and equipment enhancement.
- Enter orders daily and track orders from receipt to shipment to delivery.
- Initiate Return Material Authorizations, backorder tracking, and expediting processes and product.
- Prepares reports for management using data from MRP. EXCEL or other systems as needed.
- Contacts customers using phone and email for introductions, explanation of details, and follow-up, as required.
- Researches and responds to customer inquiries regarding invoices, or other administrative issues. Assists with collections as requested often interfacing with Purchasing, Finance and Engineering as needed.
- Learn essential duties of Dispatch & Customer Service positions and provide backup as needed.
- Answers departmental phones as required and dispatches calls to within the department or company.

#### Required Skills and Abilities:

- Excellent customer service skills.
- Must have strong computer skills with familiarity with customer, machines, parts and procedures.
- Ability to be a good communicator.
- Strong commitment to customer satisfaction
- Excellent organizational and time management skills.

#### How to Apply

- Interested candidates email resume to [jobs@sencorpwhite.com](mailto:jobs@sencorpwhite.com)

***\$500 Referral Reward for this Position***