



Quote electronic assemblies using online quoting software and other methods to gather component pricing data. This is an entry level position.

### **Job Description**

- Learn / Understand assembly requirements.
- Part searches and price comparisons to prioritize and specify best-price and availability.
- Prepare and Import customer BOMs into ERP system.
- Work closely with management to ensure proper and correct quotation of components
- Export pricing data and summarize final assembly quotation

### **Qualifications for Ideal Candidate**

- Moderate Excel experience. Able to do basic data manipulations in Excel.
- Familiar with Microsoft Office
- Basic knowledge of computers at the user level and able to quickly learn new software.
- Good numbers sense.
- Familiarity with Electrical Components is preferred.
- Familiarity with ERP systems is preferred.
- Good communications skills.
- Must be able to observe, evaluate, summarize and communicate effectively
- Must have an analytical and process-driven approach, with a high attention to detail
- Capability in multi-tasking, including prioritization of work and management / organization of time
- Comfortable working in a changing and deadline-oriented environment
- Requires excellent communications skills – both written and verbal
- Positive attitude, attendance and team oriented
- Autonomous/Independent - enjoys working with little direction

**This position may require exposure to information which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.**