



HELP WANTED

QUOTING SPECIALIST / CUSTOMER SERVICE

S and Y Industries, Inc. has an immediate opportunity for a Quoting Specialist / Customer Service at our facility in Winfield, Kansas.

If you are interested in joining a growing company with a proven track record of success, this is your opportunity!

The position purpose is primarily responsible for preparing material portion of quotes using current component pricing. Analyze bills of materials, specifications, proposals, and other documentation to complete quote packages, utilizing standard quotes models and forms. This position will also perform customer service duties such as investigating and following up on customer questions/issues to resolve concerns in an accurate and timely manner.

What we have to offer: S and Y has a competitive compensation plan, including a bonus opportunity. We also offer a comprehensive benefits package, including: medical, dental, vision, life insurance, 401(k), paid holidays and PTO.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Data entry of customer parts and bills of materials.
- Ability to do research on materials and find the best price and lead time.
- Generate turnkey quotations, including labor, material costs and lead times.
- Timely preparation of responses to quotation requests.
- Work closely with sales personnel and customers to obtain and then review necessary documentation for completeness, accuracy and manufacturability, and to effectively resolve issues.
- Ensures that products are quoted accurately to support business objectives.
- Responds to internal turnaround time goals, customer expectations, and customer feedback.
- Handles projects and other assignments in support of Program Management.
- Perform Customer Service and customer relationship work as necessary.
- Contribute to team effort by performing other tasks as appropriate and/or necessary.
- Performs other/additional duties as assigned by Management
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ROLE QUALIFICATIONS/EXPERIENCE:

- Highly proficient in various computer software, including but not limited to, Microsoft Office (Word, Excel, Outlook)
- Ability to communicate and work effectively with individuals and teams, internally and externally.
- Knowledge and experience of electronic manufacturing is helpful.
- Strong organizational, problem-solving and analytical skills.
- Energetic, friendly, outgoing and proactive personality. Good customer service/phone skills.
- Self-motivated and self-directed, with high sense of urgency to meet objectives and timelines.
- Accuracy and attention to detail.
- Ability to perform filing and record keeping tasks.
- Data entry and word processing skills.
- Associate's degree or relevant certification is a plus.

ABOUT S and Y INDUSTRIES, INC:

S and Y Industries, Inc. is an electronics solutions company providing comprehensive electronic design, production and product management services. We help bring electronic products to the market faster and more cost effective by providing complete electronic product supply chain management. S and Y offers complete turnkey solutions from engineering to systems integration and order fulfillment. S and Y provides individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect free product delivery, continuous product improvement, and with just-in-time manufacturing.

S and Y will only employ those who are legally authorized to work. Any offer of employment is contingent on the successful completion of a background investigation.

TO APPLY:

Serious candidates may apply online and/or by sending letter, resume, references and salary requirements to: john.foust@sandyindustries.com or info@sandyindustries.com

To learn more about S and Y Industries, visit our website at www.sandyindustries.com