



CO-AX Technology Inc.

Subject: Quote Specialist

Date: 02/16/2021

Position Overview:

The Quote Specialist is responsible for managing and coordinating our quote activity with prospects and current customers. They work directly with our sales and documentation team to tailor our quotes to meet each client's specific needs. Using their customer focused and administrative skills to prepare quotes to ensure the smooth day-to-day implementation of production, engineering, and quality team to produce on-time delivery, quality, and overall service.

Responsibilities Include:

- Support customers and internal team members to grow sales for CO-AX at the assigned territory.
- Preparation and quote support for prototypes and cable assemblies.
- Work within the Quotes Database to manage RFQs.
- Able to manage multiple line RFQs in tight deadlines.
- Investigate discrepancies and inaccuracies of customer's product samples and blueprints by working with Engineering and/or Outside Sales/ Reps.
- Continually assess and build the quotation requirements for customer specific RFQs.
- Generate the sales quotes within the established guidelines and present them to Sales.
- Update Sales force contacts and projects while working closely with Independent remote sales team.
- Other duties as assigned.

Qualifications Profile:

- Professional demeanor and appearance while working within an ISO 9001 and ISO 13485 environment.
- Detail oriented and possess excellent organizational, time-management, and interpersonal skills. Ability to work constructively with individuals at all levels of responsibility.
- Strong computer skills with Word, Excel, Microsoft Project, PowerPoint. Experience with, or ability to quickly learn collaboration tools such as SharePoint.
- An inquisitive and innovative nature, excellent critical and analytical thinking, integrity, willingness to step into new initiatives, strong communication and facilitation skills, team focused mentality, along with a commitment to continuously learning and improving.
- Ability to work effectively both independently as well as part of a team
- Experience in Customer Service and Pricing for at least 1-2 years is preferred

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www.coaxinc.com

JD 57 (Rev A)



Education and Experience:

- Prefer, but not required, a bachelor's degree or equivalent in business administration or applicable discipline.
- Previous experience working in a program management/customer support role and interfacing with clients on a frequent basis.
- Previous experience working in an electronic manufacturing environment is desired, but not required.

About CO-AX Technology Inc.: Co-Ax Technology, Inc. is a privately held organization that was established in 1993 and has since become one of the premier Electronic Manufacturing Service providers not only in Ohio but also the nation. In October of 2014, we moved to our new 114,000 square foot state of the art manufacturing facility which now houses our high technology printed circuit board, cable and box build assembly areas working multiple shifts and employing 250 highly trained employees. With our depth of knowledge and expertise in Design Engineering, excellence in electronic manufacturing and complete box build capabilities, Co-Ax Technology, Inc. is poised for even more growth.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, have received,
(Employee Name – Please Print)

reviewed and fully understand the aforementioned job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Signature

Date: _____

HR Signature

Date: _____

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