



## CAREER OPPORTUNITY

**POSITION:** Sales Coordinator

**LOCATION:** Mansfield, TX

### **JOB SUMMARY:**

This position is responsible for all sales, customer service, production and shipping in the Mansfield location. The position reports to the President and VP Sales

### **Sales/Order Entry:**

- Produce quotes for standard pricing, job specific pricing, and custom orders for all customers
- Address any issues with outside processor including production, scheduling, & pricing
- Ensure orders are verified and acceptable to ship in conjunction with the Credit Hold List
- Create hard copy sales orders for customer confirmations and enter into Anzio
- Coordinate inbound material for backorders with Corporate
- Alert Corporate Materials Manager of an high volume usage
- Alert customers of price movements with documented letters
- Trouble shoot all customer issues including technical questions, complaints, pricing discrepancies, & shipping problems
- Assess quality issues during processing
- Maintain spreadsheet tracking daily sales activities for Corporate
- Issue customer Credit Memo information for Corporate
- Process credit card transactions and send information to Corporate
- Record all check payments on lockbox spreadsheet and send weekly to Corporate
- Maintain daily production spreadsheet and send to Corporate
- Verify invoices are correct
- Request new customer numbers from Corporate for new accounts
- Handle all facets of existing consignment program

### **Customer Service:**

- Answer phones
- Greet customers and ensure they are compliant with outside processor's check in procedure
- Ensure Warranty requests are complete and send to Corporate





### **Shop/Production:**

- Create shop orders for outside processor
- Track to make sure outside processor provides all production paperwork and picking tickets for billing
- Coordinate all processing for Denver inventory

### **Freight/Shipping:**

- Schedule LTL and flatbed shipments to customer's location
- Handle all facets of freight claims
- Coordinate Denver shipments for inventory stock
- Complete all production and bills of lading for invoicing and send info to Corporate

### **Job Requirements and Individual Traits:**

- Knowledge of general construction a plus
- Excellent math and reading skills
- Excellent communication skills both verbal and written
- Ability to multi-task and set priorities in a fast-paced working environment
- Must be very detail-oriented and organized and have the ability to learn and adapt
- Must have a strong focus on customer service
- Must have a strong sense of urgency
- Analytical ability required to gather and summarize information and find solutions

The ideal candidate has demonstrated resourcefulness, the ability to learn quickly and make independent decisions and judgments, has strong attention to detail and accuracy; communicates effectively; has the ability to develop and maintain business relationships; and is flexible and sensitive to timelines.

**Reference Code: Sales Coordinator**  
**(Please include in subject line)**

**Interested applicants, please send resume and salary history to:**  
careers@sheffieldmetals.com

