

**June 18, 2020**



**Sales Administration Coordinator**

**What you will do:**

- You will use your customer service skills to interact with our sales team, customers, and vendors to generate sales quotes for the sales of scientific instruments.
- Gather information related to material items, pricing, credit and delivery terms to generate and complete quote.
- Enter customer sales orders into ERP system and prepare import/export documents
- Interface with customers, vendors, Sales and Service staff to gather necessary information to complete quotes, bids, and request for proposals.
- Cross match the customer contracts and/or purchase orders to the JEOL quote, and contact the customer as necessary, to ensure the quote SOIR accurately reflects the agreement between JEOL USA and the customer prior to PO order acceptance and completion
- Maintain vendor price list to ensure current prices are quoted
- Provide customer service and administrative support for Parts Sales by responding to customer inquiries, maintaining customer documents, correspondence and files.

**Requirements:**

- Associate's degree in Business, plus 1-3 years related sales administration experience or training, or an equivalent combination of education and experience.
- Time management skills, an attention to detail, and excellent customer service skills are required
- Proficiency in MS Office and experience with ERP systems desired.
- Excellent verbal and written communication skills

**About JEOL**

Since 1949, the JEOL legacy has been one of providing solutions for innovation. JEOL positively challenges the world's highest technology, forever contributing to the progress in both Science and Human society through its products. We have 60 years of expertise in the field of electron microscopy, more than 50 years in mass spectrometry and NMR spectrometry, and more than 40 years of e-beam lithography leadership. The primary business of JEOL USA is the sales of new instruments and

peripherals and support of scientific instruments throughout the United States, Canada, Mexico, and South America.

**What we offer:**

We offer competitive salaries and a top-notch benefits package including comprehensive medical, dental, and vision coverage, a 401K plan with a match, and opportunities to advance within the organization.

If you have the desire to work in an industry where your work contributes to progress in science and society, **submit your resume and complete an application at [www.jeolusa.com/careers](http://www.jeolusa.com/careers) or fax resume in confidence to Human Resources at (978) 536-2484.**

To gain insight about what it's like to work at JEOL please view our employee videos at <http://www.jeolusa.com/ABOUT-US/Career-Opportunities/Working-at-JEOL>

*JEOL is an Affirmative Action/ Equal Opportunity Employer. Applications from minorities, females, veterans, and individuals with disabilities are strongly encouraged.*

*EOE/Minorities/Females/Vet/Disabled*