

Position Opening – Sales Assistant Manager
Location – Charlestown, Indiana

Position Title:	Sales Assistant Manager
Department:	Sales
Reports To:	Sales Manager / Charlestown Quality Manager
FLSA Type:	Exempt

The statements included in this Position Description reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

COMPANY CONFORMANCE STATEMENTS

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- *Adhere to all environmental and safety policies/procedures and immediately report any violations. Perform all work with the mindset of safety first.*
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other associates, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other associates and organizations.

1. **GENERAL FUNCTION**

Responsible for the overall aspects of the Sales department and goals set by management. This is a very hands on position.

2. **JOB REQUIREMENTS**

** Essential **

- A. Responsible for development of annual, short, and long-range plans of Sales department per corporate objectives.
- B. Responsible for developing and directing activities of inside sales representatives.
- C. Responsible to conduct market analysis and report on changing trends or potential concerns.
- D. Responsible for establishing designated channels of communication with the customer and facilitating the communication of customer requirements to the design and manufacturing disciplines.
- E. Prepare and deliver sales presentations to customers as needed.
- F. Responsible to prepare monthly or other requested frequency sales department reports such as sales volumes, potential sales, etc.
- G. Responsible to prepare and track quotations as needed for customer requests.
- H. Responsible to estimate cycle times, press tonnage and other part specific requirements/
- I. Responsible to monitor and evaluate activities and products of the competition.
- J. Responsible for managing multiple products simultaneously with cross-functional associates.
- K. Responsible for monitoring customer satisfaction to include targeted customers for courtesy visits quarterly or as needed.

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- L. Responsible to ensure that the production and delivery of product to the customer is planned and communicated in a manner that ensures conformance to the customer requirements.
Specific aspects of contract review include:
 - i. Ensuring that all customer quality requirements are identified and are reflected in quotations and ensuring a review of the ISO 14001/TS 16949 standard if applicable.
 - i. Issuance of contract requirements that specify the needs and expectations of the customer in terms of function, cost quantity, and delivery as specified in the contract or other associated documents.
 - ii. Assisting in Administration of the advance quality planning functions; and
 - iii. Assuring that all customer quotations are processed in a timely manner.
 - M. Responsible for communicating with Japan parent company on any related issues.
 - N. Responsible for interacting with management, all departments, and customers on any manufacturing or sales related issues.
 - O. Maintain customer correspondence and keep filing purged and updated, including transmissions from customer.
 - P. Prepare costing evaluations of new and existing products as requested or required.
 - Q. Process customer surveys and materials or arrange with appropriate departments.
 - R. Ensure or initiate new parts into D.A. Inc's primary database system and launches products via D.A. Inc's APQP management system.
 - S. Travel required per year for customer needs (estimate 30% travel or more)
 - T. General related tasks as needed.
3. **QUALIFICATIONS**
- A. Bachelor's degree in business or related fields or equivalent experience preferred.
 - B. Three years sales experience required.
 - C. Understanding of plastic parts and tooling
 - D. Customer Service abilities – Must be able to handle difficult situations calmly.
 - E. Ability to read blueprints (drawings) required.
 - F. Good written and oral communication skills. – Speak clearly and listens and seeks clarification.
 - G. Excellent Math skills.
 - H. Problem solving skills.
 - I. Good computer skills (Proficient with Microsoft Office – MS Excel, Word, and PowerPoint)
 - J. Good organizational and multi-tasking skills.
4. **PRINCIPAL ACTIVITIES**
- A. Must be able to sit, up to 100% in an 8 hour day.
 - B. Must be able to perform finger and hand dexterity 100% in an 8 hour day.
 - C. Must be able to lift 10 lbs.
 - D. Must be able to wear safety glasses.