MAAC Machinery Company, Inc. / www.maacmachinery.com

Job Description

JOB TITLE: Sales Coordinator (Full-Time)

ABOUT US: MAAC is an industry-leading **Machine Manufacturer** serving the plastics industry. Established for over 40 years, MAAC is a privately-owned and operated business designing and building custom thermoforming machinery. At MAAC we work hard to deliver a great, built-to-last machine. We maintain a strong focus on the development of our teammates. MAAC is experiencing growth and is looking to attract talented and motivated individuals to join our team.

ABOUT THE JOB:

Schedule: Monday thru Friday; 8:00am to 5:00pm (onsite)
Location: 590 Tower Blvd, Carol Stream, IL (DuPage County)

JOB SUMMARY: The Sales Coordinator is responsible for supporting the organization by performing internal sales related duties. Position reports directly to the Project Manager and has a strong relationship with Sales, Service and Parts Teams. The following list comprises many tasks of this teammate. Other duties may be assigned.

Sales and Project Management Support

1) Review, record, and communicate incoming leads and purchase orders
2) Complete specification sheets and customer packets for approvals
3) Collaborate with Account Manager on all after sale details
4) Maintain listing of assembled equipment, drawings, and billings
5) Provide statistical data related to Customer and equipment as needed
6) Arrange travel accommodations for Sales and related Teams
7) Schedule and coordinate Customer training and visits to our facility
8) Accommodate Customer during training including tour and promo items
9) Follow up with Customer prior to shipping, during, and after equipment arrival
10) Coordinate all Sales and Marketing related meetings

Quoting, Ordering and Pricing Support

11) Partner in determining the costing of materials, labor, overhead
12) Develop and maintain quotation data based on costs and desired margins
13) Prepare and send quotations while maintaining log of all quotes
14) Create sales orders and linked production jobs within ERP (Epicor) system
15) Obtain quotes for shipment of equipment; provide load plans in advance
16) Assist with paperwork and invoicing of new and used equipment
17) Coordinate with other departments to answer specification questions

Trade Shows and General Duties

18) Assist with Company events, website updates, and newsletter mailings
19) Assist with trade show prep and promote accordingly
20) Attend annual trade show with Sales Team (one or two per year)

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BENEFITS:

- Health coverage including BCBS Medical, plus Dental, Vision, and Life Insurance
- 401k Retirement plan
- Earned vacation time and 10 paid holidays
- Annual performance review
- Profit sharing available upon reaching qualified service time
- Reimbursement for qualified training
- Teammate appreciation events
- Referral pay for referring a friend or colleague
- Teammate assistance programs
- Positive work-life balance to maintain mental health
- Easily accessible and modern facility
- Stability of industry-leading company in business over 40 years
- Equal opportunity employer; recent graduates and veterans encouraged

Candidate desirables

Marketing or similar degree preferred but not required
Some experience with quoting and costing (materials, labor, overhead)
High attention to detail, organized, ability to multi-task, strong work ethic
Ability to develop and maintain relationships with customers, solid communicator
Familiarity and experience with excel, CRM and ERP system
Comfort of working in a manufacturing environment
Ability to think creatively and analytically
Social media, website, and email campaign skillsets

CLOSING: Thank you for your interest in joining our team. If you would like to apply or find out more about this position and our company, please contact us at jobs@maacmachinery.com or call 630-665-1700.