

Proposal Specialist

Jorgensen Conveyors, Inc is a successful, growing manufacturing company founded in 1950. We are a 3rd generation, family owned industry leader and produce custom, high quality conveyor, filtration and material handling solutions for our many customers. We are a Journal/Sentinel Top Workplace winner and believe in a culture that fosters growth in our employees, provides a good work/life balance, and embraces team work and innovation.

Our company is currently seeking a Proposal Specialist to join our team! Under the direction of the Proposal Manager, you will be responsible for preparing quotes for our customers in accordance with company policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate with customers over phone and email to ensure the meeting of customer specifications
- Determine general configuration of the products and research specific information that may be lacking on the initial quotation requests
- Interact with others in sales, engineering and manufacturing departments
- Prepare accurate and timely quotations of conveyors, filtration equipment and parts
- Enter orders for parts and shop work orders into our ERP system
- Prepare cost estimates for material, labor and engineering
- Participate on continuous improvement teams

EDUCATION and/or EXPERIENCE:

- Associates Degree and minimum 3-5 year's work experience in a sales or manufacturing role with a technical product preferred
- Experience with Microsoft Office: Excel, Word, Outlook, etc. and ERP Software (we use Infor-CSI)
- Experience cost estimating/quoting mechanical equipment or components is a plus.
- Solid math skills

Jorgensen Conveyors, Inc offers an extremely competitive compensation and benefits package.

Learn more about our company at www.jorgensenconveyors.com

Send Resume to cheryl@jorgensenconveyors.com

***Medical Coverage * Dental Coverage * Vision Coverage * Life Insurance * Dependent Life Insurance * Disability Insurance * Flexible Spending Accounts * 401K Plan * Gain Sharing * Vacation * Paid Holidays * EAP ***

