



## **United Lens Company**

### **Technical Sales Representative, Full Time**

#### **Primary Responsibilities:**

- Maintain a continued understanding of United Lens Company's Product and Service Offerings, Functionality, Positioning, and Competitive Advantages.
- Communicate with customers on a daily basis regarding RFQ's.
- Ability to read and understand customer prints.
- Review customer requests and technical drawings to determine manufacturing path. Engineer process from start to finish. Use custom quoting software to input path, production times, and cost values. Work with engineers and upper management for review and approvals prior to sending finalized quotations to customers.
- Work with raw material suppliers to place orders for materials as needed.
- Participate in Company and Client Meetings, Training Sessions, Individual Professional Development and Skill Building as needed.
- Maintain Contact with Department Personnel Regarding Production & Lead Times, Deliveries, Quality, etc.
- Assist in Other United Lens Company Activities as Needed by Management.

#### **Qualifications and Education Requirements**

- Ability to read Blueprints
- Comprehensive Math Skills.
- Ability to Manage Multiple Tasks with Shifting Priorities and Timeframes.
- Highly Motivated and Organized, Self-Starter, who can work Autonomously or as Part of a Team.
- Adept in Microsoft Office Suite, specifically Outlook, Excel, and Word.
- Great Communication Skills.
- Great Conflict Resolution Skills.
- Experience in Manufacturing Facilities a Plus.
- Experience with ERP Systems and CRMs a Plus.
- Basic Knowledge of Optical Materials, Specifications, and Processing a Plus.

#### **Mandatory Initial Training:**

- Controlled hands on experience of manufacturing performed in each individual internal production department.
- Understand and utilize our IQMS ERP system for daily Internal and External Customer Service Inquiries, documenting Customer Support, Return Material Authorizations, and any other necessary reporting.
- Understand and utilize our IQMS ERP system for Order Entry, including BOM creation and mastering of customer prints for production release.
- Communicate with customers on a daily basis regarding all order related matters.
- Coordinate Activities with Internal Company Departments.
- Internal and External phone calls.