



TECHNICAL SALES SUPPORT Cleveland, Ohio

TRIBOTECH COMPOSITES, INC...

...a world-class manufacturer of composite bearing materials and precision-machined parts. Lean, innovative, and innately flexible, while also ISO-9001 certified and positioned for growth, we thrive in a market that is often under-served and over-charged.

RESPONSIBILITIES:

- Display a “can-do” attitude that makes it easy for the customer to do business with Tribotech Composites, Inc.
- Assist the General Manager with day-to-day operations/scheduling
- Account Management
 - Process Purchase Orders
 - Maintain continuous evolution of product knowledge
 - Be able to identify (capable to learn to identify) composite bearing profiles and materials
 - Be able to read (learn to read) blue prints
 - Check on inventory and raw material availability before establishing delivery dates
 - Provide proposals in a timely manner
 - Cross reference competitor part numbers and profiles
 - Track and complete projects in accordance with customer expectations
 - Apply an understanding of application data and recommend appropriate profile and material
 - Establishes and maintains customer relationships, offer guests, vendors & customers a welcomed and attentive greeting
- Maintain accurate records
- Answer telephones promptly and professionally
- Prompt and courteous response to customers, both verbally and in writing
- Work well independently and as part of a team
- Resolve conflicts promptly and professionally and provide timely customer follow-up

REQUIREMENTS:

- Bachelor’s degree in communications, marketing, or business preferred
- 2+ years office administration/customer service in a manufacturing environment
- Drafting/Engineering background, a plus
- Excellent communication and customer relationship skills
- Professional written correspondence, a must
- Able to multi-task and work in a fast paced environment, while being detail oriented and accurate
- Excellent Computer skills including, Microsoft Office, Databases, and Outlook

PHYSICAL REQUIREMENTS:

Sit [75%], Stand [25%], Lift [up to 25lbs], Walk, Bend, Stoop, Reach, Push, & Pull, as well as Finger/Hand dexterity.

WHY CHOOSE TRIBOTECH?

- Strong ethics and values
- Opportunity to work for a fast growing organization
- Competitive compensation and benefits packages

Apply to this posting by sending your resume to HR@tribotechcomposites.com