

## **Inside Sales/Contract Administrator**

### **Job Description:**

Marki Microwave is seeking a full time Inside Sales/Contract Administrator. This role involves close interaction with our customers in the support of a full range of critical sales channel needs such as quoting, order review/entry, sales-team collaboration, and reviewing requests for proposals, purchase order review, and other documents as required. The employee will work with all core manufacturing entities inside the company including manufacturing, engineering, and administration to provide superior support for customer needs.

### **Quoting and Purchase Order Administration;**

- Process customer requests for quotation, formal or informal; prepare accurate quotations to include pricing and lead times, ability to review and take exceptions to customer terms and conditions and other documents per company policy
- Analyze in-coming orders for accuracy, validity, delivery information, and compliance with company sales and manufacturing policies and ITAR restrictions
- Generate quotes and enter orders using company ERP software
- Provide status on all pending orders to internal and external teams

### **Provide the front-line Customer Service;**

- Assist customers, by answering general product related questions; refer to engineering support when required
- Assist customers through written and verbal communication, with logistical support for existing and new orders
- Review and process customer requests for documents, non-disclosure agreements, representations and certifications as necessary
- Coordinate with key personnel inside Marki Microwave when receiving incoming questions/issues/comments
- Interface with Marki technical staff to provide comprehensive support

### **Experience**

- 4 years relevant sales, contract administration, or related experience, particularly in manufacturing environment
- International and/or government sales experience a plus
- Familiarity with legal contracts concepts, and principle

### **Education:**

- Bachelor's Degree in Business or related field or Paralegal certification.

### **Skills:**

- Experience with sales contracts
- Experienced in core Microsoft Office programs (Excel, Word, PowerPoint, etc.)
- Experience with Enterprise Resource Planning (ERP) software (such as Sage ERP) preferred
- Excellent written and oral communication skills
- Ability to work independently and think critically, and meeting deadlines while also working collaboratively as a member of the sales/customer support team
- Detail-oriented, able to multi-task and thrive in a dynamic professional environment

**To Apply:** Please email your resume to [careers@markimicrowave](mailto:careers@markimicrowave).

## **About Marki Microwave**

Shattering Performance Barriers Since 1991

At Marki Microwave our goal is to invent technologies to empower the RF and microwave industry to *design faster, simplify production, eliminate complexity, and shatter performance barriers*.

We achieve this goal through intensive research, product development, advanced and carefully controlled production, and world class customer support. We have a multi-decade legacy designing high performance microwave electronic components, demonstrating technical leadership through collaboration with thousands of customers spanning markets including commercial wireless, military and test and measurement. Our extensive knowledge base is enhanced with state-of-the art CAD, and in-house production, test and measurement capabilities through 67 GHz.

Marki Microwave is a woman owned private company based in Morgan Hill, California, 30 minutes from downtown San Jose in Southern Silicon Valley. We offer a full benefit package including holiday pay, PTO, medical/dental/vision insurance, and a 401(k)/profit sharing plan.

**Marki Microwave is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation, gender identity and pregnancy, national origin, disability, or protected Veteran status, or any other characteristic protected by applicable federal state or local law. This positions must meet Export Control compliance requirements, therefore a "US Person" as defined by 22 C.F.R. & 120.15 is required.**

