



JOB DESCRIPTION

Position Title	Quote Coordinator	Department(s)	Engineering
Direct Report(s)	None	Revision/Approval/Date	Rev B 4/20/11
Pay Schedule		Pay Type	Exempt

JOB SUMMARY

The Quote Coordinator is responsible for generating, tracking and communicating quoting activities for new and existing customers. Responsibilities include facilitating quoting activities, approving inputs, ensuring manufacturability, managing projects, and correcting documentation, quality and manufacturing issues. The ideal candidate should have a thorough knowledge and working background in PCB manufacturing, component level technical understanding and have excellent customer service skills and supplier relations skills including negotiating and follow-up.

RESPONSIBILITIES

- Process purchasing, quality, production, and engineering inputs to quotes.
- Ensure continual improvement of quoting process.
- Obtain and review customer documentation for accuracy, completeness, and manufacturability.
- Interface with Program Managers in order to obtain appropriate computer files and documents.
- Interface with internal and external customers to effectively resolve documentation, quality and production issues.
- Product design (DFX) and Capability studies.
- Analyze system requirements, capacity, cost, and customer needs to determine feasibility of a project and development plan.
- Data entry of customer parts and bills of materials.
- Prepares standard routings.
- Prepares the build plan for the product and writes a Statement of Work if appropriate.
- Generate turnkey quotations, including labor, material costs, margins and lead times.
- Ensures that products are quoted accurately to support NPI development and production implementation.
- Ensure internal documentation and system procedures are timely and accurately completed.
- Ensure data (item master, routings, etc) is complete, accurate, and meets customer requirements.
- Prepare instructions for rework projects.
- Drive quote start, creation, and submission to customer with the appropriate Program Manager.
- Responds to internal turn around time goals, customer expectations, and customer feedback.
- Handles projects and other assignments in support of Engineering and Production.
- Reports out on status of quotes including turn around times and success rates.
- Establishes and implements departmental policies, goals, objectives, and procedures.
- May be asked to perform other duties at a lower level or higher level of proficiency or not related to this classification on occasion.

EDUCATION / EXPERIENCE REQUIREMENTS

- Bachelors Degree in Engineering from an accredited college or university or equivalent experience.
- Proficiency with computer software programs; Microsoft products, AutoCAD and Aegis preferred.
- Electronics manufacturing experience preferred.

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SKILLS AND ABILITY EXPECTATIONS

- Electronics manufacturing process knowledge.
- Proficiency with computers including Microsoft Office products.
- Strong organizational and communication skills.
- Ability to work independently, multi-task and prioritize tasks with strict deadlines.
- Good customer service/phone skills and flexibility for handling a wide range of activities.
- Demonstrates time management skills.
- Using logic and reasoning to offer solutions to problems.
- Teaches others new processes and procedures.
- Self-motivated and works well with others.
- Thorough understanding of the quality management system. (ISO/TS)

EXPECTATIONS

- Set the example by actively contributing to department and company goals.
- Clarify expectations and seek additional training as needed.
- Build quality into work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
- Maintain a clean and safe work area.

PHYSICAL REQUIREMENTS:

- **Temperature:** 65 – 75 degree
- **Humidity:** Normal
- **Other Hazards:** None (mechanical, poor ventilation, chemical, electrical, etc.)
- **Percentage of time spent outside:** 0%
- **Protective Clothing Required:**
- **Physical Activity:**

Sit – 60%	Stand - 5%	Walk – 10%		
Squat - 5%	Bend - 5%	Twist - 5%	Lift – 5%	
Kneel - 5%	Drive - 0%	Climb - 0%	Crawl – 0%	
- **Reach above shoulder - 5%** **Other - _%**
- **Maximum consecutive time during the normal workday for each activity:**

Sit – 300 min	Stand - 120min	Walk – 60 min		
Squat - 10min	Bend - 10min	Twist - 5min	Lift – 5min	
Kneel - 5min	Drive - _min	Crawl – _min		
Reach above shoulder: 1min	Push - 5min	Pull - 5min		



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○ **Tools/Equipment Used:**

1-33%

Frequency of Use:

34-66%

67-100%

Computer			X
Other office machines	X		

Repetitive Use of Hands & Feet:

	Not Req'd	Occasional	Frequent	Continuous
Simple Grasping			X	
Pushing/Pulling		X		
Typing/Data Entry				X
Fine Manipulation		X		
Repetitive use of foot in operating machine controls	X			

Sensory Requirements: Sight for detailed document reading and use of computer.

Weigh required to be manually lifted each normal work day:
(Occasional = 1-33%, Frequently = 34-66%, Continuous = 67-100%)

	Not Req'd	Occasional	Frequent	Continuous
Up to 10 pounds			X	
Up to 20 pounds		X		
Up to 35 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Lifting and Carrying: Files, documents, and supplies.