



Job Title:	Sales/Quoter	Supervisor:	Sales Manager
Department/Group:	Office/Sales	Travel Required:	Yes
Location:	Office	Position Type:	Office

Applications Accepted By:

Fax or E-Mail: 417-286-3350 or hr@signfab.com Subject Line: Job Title Attention: Human Resources	Mail: Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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Job Description:

Essential Duties and Responsibilities:

- Responsible for ensuring that each customer receives outstanding customer service by having solid product knowledge and by providing quick and accurate quotes.
- Responsible for preparing quotes, as needed by customers, as per the customer's specification. If the information is not provided, it is your responsibility to help the customer by providing guidance of what is needed.
- Responsible for accurate data entry of measurement and customer specifications.
- Responsible for ensuring completed quotes are provided to the administrative assistant for filing.
- Responsible for maintaining customer files in accordance to company policy and procedures.
- Responsible for converting customer quotes into orders.
- Responsible for delivering orders to the accounting department for invoicing.
- Responsible for maintaining a clean and organized work area.

Qualifications and Education Requirements

High School diploma/GED
 Strong mathematic skills
 Computer literate

Job Knowledge, Skills and Abilities

- Must be computer literate
- Knowledge of sign manufacturing methods, techniques and relate equipment helpful.
- Must be able to read and interpret drawings and specifications.
- Must be able to read and use a scale ruler.
- Must have excellent written and oral communication skills
- Must have superior customer service skills
- This position requires that the person be a highly organized, self-motivated individual who can work as part of a team and individually.
- Must be punctual and reliable

Training Requirements

- General Safety
- Discrimination/sexual harassment prevention

Physical Requirements

- Minimal physical exertion may be required
- Regularly required to sit for long periods of time
- Occasionally require to bend or squat for short periods of time.

Personal Protective Equipment

- Safety glasses and/or hearing protection may be required while performing specific tasks

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.