



OEM Administrative Coordinator

Reports to: OEM Segment Manager

Department: OEM Sales

FLSA Status: Non-Exempt

Opening Date: October 10, 2017

Closing Date: Open Until Filled

JOB SUMMARY:

The OEM Administrative Coordinator will work closely with the OEM Sales team to ensure that customer expectations are met. This position will also support the OEM Sales team in an administrative function such as handling pricing issues, coordinating meetings, pulling data and other special projects.

ESSENTIAL FUNCTIONS:

1. Coordinate with the Sales team to ensure customer expectations are met.
2. Facilitates product revision changes so that customers' needs are met and Red Dot inventories are managed
3. Provide support to Sales Team on pricing issues and special projects (i.e. proposal development (RFP's), customer projects, etc.).
4. Participate in cost saving activities and/or product pricing collaboratively with the Finance Department.
5. Develop & Maintain a unit, make, model and machine data base.
6. Manage various engineering prints
7. Identify potential OEM units that could be sold to other customers / markets (i.e. Aftermarket)
8. Ability to read blue prints
9. Work with NPD teams to identify service parts and plan initial demand for these parts
10. Coordinate meetings and various functions for the OEM groups, as needed.
11. Create reports and collect data, as needed.
12. Other duties as assigned.

JOB REQUIREMENTS:

- Ability to create, access, input and analyze data and reports.
- 2-3 years project management, coordinator, or administrative experience, required.
- Must have excellent communication and interpersonal skills.
- Must be able to obtain Forklift Certification within 90 days
- Must have ability to work in a high-level stress environment, with constantly changing priorities. Must be able to multi-task.
- Must be able to interact with a wide variety of departments, including Customers, Leadership, Management and Executive Level employees.

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, etc)
- Oracle experience, preferable
- Knowledge of Red Dot's Customers and Marketplace, preferred
- Previous experience in a manufacturing setting, preferred

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