

M. G. NEWELL CORPORATION

JOB DESCRIPTION

JOB TITLE: Expeditor

DEPT: Greensboro Inside Sales

SUPERVISOR: Greensboro General Manager

PRIMARY PURPOSE:

The primary purpose of this position is to increase the division sales by offering ancillary ways to engage the customer to purchase distribution and project equipment and parts.

- Responsible for “C” customer quotes
 - Reviewing old quotes in system to help turn old quotes with “C” customers into orders
- Fill in for inside sales when needed for back up support (vacations)
- Responsible for the open order status
 - Follow up with existing open orders help keep track of drop ships and delays
 - Communicate with manufacturer and customer on status
 - P.O. verification
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- Responsible for spare parts with turnover packages
 - Work with project engineer and salesman on specific parts and equipment to offer customer on skidded systems
 - Provide pricing for parts and equipment
 - Provide any literature and manuals for parts and equipment, as needed
 - Digitally store spare part packages in job folder
- Any other duties as assigned

REQUIRED SKILLS, EDUCATION AND REQUIREMENTS:

- Bachelor’s Degree required
- Strong written and verbal communication skills
- High level of attention to detail and organizations skills
- Must be able to leverage technology to drive process improvements
- Proficiency in MS Office applications; (must be intermediate or higher in Excel skills)

M. G. Newell Corporation has been in business for over a century providing sanitary process components and integrated process systems to the food, dairy, citrus, beverage, pharmaceutical and personal care industries. With divisions in Greensboro, North Carolina; Louisville, Kentucky, and Nashville, Tennessee, our services extend to the Mid-West, MidAtlantic, and Southeastern United States.

M.G. Newell is an Equal Opportunity employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Learn more at www.mgnewell.com