

Sales Administrator

HTT, Inc. is a growing World Class Metal Stamping Company headquartered in Sheboygan, Wisconsin. The company is privately held and was established in 1985. HTT has grown to occupy 2 manufacturing facilities in Sheboygan and Sheboygan Falls. Our facilities house 52 stamping presses ranging from 25 to 400 tons, powder coating lines, 2 tool rooms, robotic welding and secondary operations. We provide stamping solutions to the automotive industry, plumbing, agricultural, small engine as well as many others.

Due to our growth we are adding a Sales Administrator to support our sales team. This position will serve as the department's administrative support; serving as a liaison for customers.

- Prepares, organizes and manages customer quotes and contracts.
- Ensure existing contracts are updated and administered.
- Coordinates internal experts to achieve compliance with customer requirements regarding NAFTA ROHAS, REECH conflict minerals. Etc.
- Administer and maintain customer inventory agreements.
- Administer pricing policies as determined by sales and finance executives.
- Works closely with internal teams to solve problems and respond to customer requests and questions. Responsible for handling escalated phone calls, complaints, and other situations.
- Develops relationships with customers.
- Respond to RFQs by generating quotations and proactively making outbound follow up calls regarding status of pending projects.
- Maintain quotation database to ensure consistent and timely monitoring of projects.
- Responsible for driving projects to completion.
- Maintain and organize all quote documentation with accurate pricing and configurations.
- Support the preparation of proposals to customers.
- Prepares reports for decision making.
- May prepare, organize and staff trade show and promotional events as needed.
- Interface and work closely with customer service, quality, operations and engineering to deliver top-notch communication and customer service..
- Manage customer data from RFQ follow-up, timing, surveys, contracts, pricing, inventory/stock programs etc.
- Prepare rooms for meetings, sales events and reservations for customer visits.
- Administer and maintain social media and company website.
- Follows ISO/TS standards.
- Other duties as assigned.

Qualifications/Experience

- Associates Degree in business related field preferred; 5 years of relevant experience considered in lieu of degree.
- 2 - 5 years of customer service/sales experience (Inside sales preferred).
- Excellent organizational skills.
- Excellent communication, customer service, and computer skills.
- Proficient with Microsoft Power point, Word and Excel.