



Job Description Form

Division/Department:	Sales & Marketing
Location:	Boalsburg, PA
Job Title:	Internal Sales Administration
Reports to:	Executive Vice President, Sales

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Working hours are typically 8AM-5PM Monday through Friday. Overtime may be required from time to time.
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General Description

- Order entry – review purchase order terms & conditions, FAR related issues, etc...
- Create configuration sheets for products ordered.
- On export orders, work with ITAR or Department of Commerce issues.
- Export checklist duties (if applicable).
- Process entered orders.
- Handle Order acknowledgement process.
- Interface with parent company on credit control issues.
- Assist in tracking orders in process and advising customers on status as necessary.
- Assist with RMA process
- Assist in general database entry and maintenance.
- Assist in quote log updates and associated maintenance.

Work Experience Requirements

- Minimum of 3-5 years experience in similar role

GENERAL REQUIREMENTS

- Excellent time management, presentation and organizational skills
- Experience in working with spreadsheets, power point and other related and relevant programs.
- Comfortable with interfacing directly with customers via phone and email correspondence.
- Comfortable working with spreadsheets, power point and other related programs.
- Promote a "team" approach to all aspects of relevant duties.
- Ensure tasks undertaken are consistent with safe working practices and adhere to the requirements of the Locus Microwave/Codan OHS&W System.
- Contribute to a collaborative team and work environment to achieve high performance, ongoing learning and improvement.
- Ensure business processes and tasks undertaken are consistent with the company's systems and procedures.
- Must be a US citizen or lawful permanent resident as defined by ITAR regulations.

Education Requirements

- Minimum of an Associate Degree (or equivalent) in general administration or marketing

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.