



Sales Support Analyst

Primary Responsibilities

This position supports the manufacturing and sales of AMCO gas meters and regulators. It serves as a liaison with 16 sales representatives nationwide to respond to customer requests in the most expedient way. Requires performing the following duties:

Daily review of incoming orders

- Review up to 200 customer orders on the Daily Order Report to insure accuracy of pricing/costing and margins are appropriate.
- Monitor in-coming order volumes and bid awards.

Respond daily to requests for pricing of products and parts

Address 60 requests per month (outside of bid season) regarding product requirements, costs, prior sales history, and margin analysis.

Review all quotations ranging from \$50,000 to \$450,000 for accuracy prior to customer distribution

Customer Master Approval changes to SAP for AMCO Only

Set up first time customers, address or sales data changes, territory realignments, and new ship-to-destinations. Requires eight to 10 approvals per month.

Major Customer Maintenance (Time Phased Bookings)

Perform weekly review of newly created ship-to-accounts and posting of major customers to SAP averaging 10 per week.

Forecast

- Enter bookings for international entities for mid-month reporting.
- Review incoming forecasts for accuracy and evaluates month-to-month changes to modify overall factory forecasts if appropriate.

Month End Reports

- Update chronological bid tracking report of all residential meter and regulator quotations made to utilities and municipals.
- Publish summary report of meter and regulator bid status.

US. Price Pages and Distributor Volume Pricing

- Develop price pages distributed to 16 representatives, 10 municipal representatives, and 20 international representatives.
- Obtain all up-coming year product standard costs, apply pre-determined price increases and analyze margins.
- Update and publish price pages (annually or semi-annually).

International Pricing

Generate individual customer price lists addressing pricing requests for smaller customers.

Sales Incentive Program

- Document total sales and margin dollars by individual US sales districts for all utilities, pre-fab, municipal representatives, and distributor districts.
- Generate input for quarterly sales incentive program, help set targets, monitor sales performance, and provide feedback to sales representatives to help them meet/exceed sales targets.

Bid Season (4th Quarter/1st Quarter)

- Develop prior margin analysis and review current margins against established percentage increase for price committee review.
- Review quotations for accuracy. Sales administration always reviews and submits final documentation for bids. Bids might include warranties, QC documentation, non-discrimination statements, minority spend, and financial documentation.
- After bids, direct 30 contracts to customer service manager following up with terms and conditions and assuring accuracy of documentation.

Business Plan

Assist in the preparation of business plan as it relates to sales. Provide coordination of new year's forecast, total market, current average pricing, shipments and backlog data.

Qualifications

Five years of related experience in a manufacturing environment. Utilities knowledge is beneficial. Requires attention to detail, strong ability to multi-task, and perform analysis for effective problem solving. Must be proficient in use of Microsoft Excel, Access, and PowerPoint. Knowledge of SAP FI/CO is beneficial.

Education

Bachelor of Arts degree in Business.

To Apply for this Position

Submit your resume to Human Resources by mail, fax, or email. Please indicate the position title you are applying for in your cover letter.

Mail: Elster Electricity, LLC
Attn: Human Resources
208 S. Rogers Ln
Raleigh, NC 27610

Fax: 919 882 5906

Email: Attach a Word or PDF file and email to raleigh.staffing@us.elster.com