

Canton Drop Forge, a leading producer of large, closed die forgings in Canton, Ohio, is seeking a *Sales Coordinator*.

Position Description:

The Sales Coordinator will work closely with customers and outside sales representatives to ensure customer needs and expectations are met. Collaborates with various departments and personnel to respond to customer inquiries, process purchase orders and expedite orders in a fast-paced work environment. Potential candidate will need to be well organized, detail oriented and self-motivated.

Job duties include, but not limited to:

- Handles quotes and order inquiries from customers and outside sales representatives.
- Reviews and processes customer purchase orders.
- Provides customer support regarding various issues, including technical, process, and delivery issues.
- Maintains customer relationships and compliance systems.
- Provides cross functional support to outside sales representatives and various inside departments.
- Assists with maintaining Company's social media sites and social media networking.
- Performs other job-related duties as assigned

Position Requirements:

- Bachelor's Degree in a related field, and/or adequate experience within role.
- Minimum of two years of Inside Sales or Similar experience.
- Industrial or Heavy Manufacturing experience and/or experience in the Forging or Steel Industry preferred.
- Proficiency with Microsoft Office, including Microsoft Excel.
- Experience with ERP or SAP systems preferred.
- Excellent written and oral communication skills.

Workplace Environment:

Canton Drop Forge is a manufacturer of large steel components: the work conditions include an office environment combined with exposure to a shop environment. Occasional flexibility in work hours may be required. Candidates should expect to travel occasionally.

Any offer of employment is conditioned upon the successful completion of a background investigation, drug screens, and pre-employment physical.

Canton Drop Forge is an equal opportunity employer; qualified applicants are considered for and treated during employment without regard to race, color, creed, religion, sex, national origin, protected veteran status, age, marital status, sexual orientation, gender identity, genetic information or any other characteristic protected by law.

Canton Drop Forge offers a comprehensive and competitive benefit package including medical, dental, life, disability, paid holidays, and vacation.