

RFQ Specialist Job Description



Area: Pricing

FLSA Status: Non-Exempt

Reports to: Pricing Manager

Supervisory Responsibility: None

Date of Job Description Revision: May 8, 2019

Primary Role:

The Request For Quotes Specialist (RFQ Specialist) is responsible for ensuring the efficient processing of RFQs with the intent on helping Pacesetter secure new business.

Responsibilities:

- Model the Pacesetter Way in daily job activities
- Work closely with Sales to enter customer RFQ's (Request for Quotes) into our ERP system
- Upload completed RFQ's into Sales Force
- Enter Sales Force Opportunities for sales team members as needed, in addition to advancing Sales Force opportunity stages as the sales process requires
- Work with Quality to review customer specifications during the quoting process
- Assist in pulling mill certifications as needed
- Support Pricing Analyst(s) as needed
- Other tasks and projects as assigned by the Pricing Manager

Skills/Education Required:

- Strong computer skills, particularly in spreadsheet and database software
- Strong analytical and mathematical abilities
- Excellent problem solving skills
- Ability to multi-task in a time-sensitive environment
- Ability to adapt quickly to immediate and changing circumstances
- Able to professionally communicate verbally and in writing with people from diverse backgrounds
- Ability to accomplish desired results under pressure and without direct supervision
- Eager to continuously learn
- Assertive, self-directed and self-motivated
- Strong attention to the smallest of detail
- Team player
- Sales Force experience a plus

I understand and agree to perform the responsibilities listed above:

Associate Signature

Date