



National Electrostatics Corp.

7540 Graber Road, P.O. Box 620310
Middleton, WI 53562-0310
U.S.A.

Tel: (608) 831-7600

Fax: (608) 831-9591

E-mail: nec@pelletron.com

Web: <http://www.pelletron.com>

Great benefits in a dynamic workplace that is respectful, friendly and fun – we are a team that is committed to making and keeping our customers very happy!

This is a regular full-time position (8 hours/day, Monday - Friday) with the primary responsibility of addressing customers' needs and/or questions as quickly and effectively as possible to develop and maintain strong relationships. Safe work habits, attention to detail, accuracy, good attendance and organization, the ability to work and think independently, along with the ability to work cooperatively with others in a positive, professional manner are expected. Benefits include paid holiday, vacation, sick leave, disability, life insurance, employer-sponsored group health, group dental insurances, 401(k) retirement plans and ESOP. Must be able to pass a drug screening and background check will be performed.

Job Title: Account Management Coordinator (Sales Department) **Job Level:** Clerical
(Work Hours: 8:00 AM – 04:30 PM)

Essential Duties:

1. Respond to email and/or phone requests by customers for quotes, order status or other order related issues. Act as liaison to communicate between departments to obtain details to meet customer requests (65%)
2. Track non-contract orders (parts/pieces) from inquiry to completion (10%)
3. Track quote requests (pre-orders) and request follow-up be made (5%)
4. Assist with document management, including scanning and digital organization of documents and correspondence (10%)
5. Provide information to marketing vendor upon request (5%)
6. Maintain detailed customer profile information (5%)
7. Other duties as needed

Skills and Experience Requirements:

1. Excellent oral and written communication skills
2. Experience using personal computers and software (ex. word processing)
3. Ability to plan, organize and prioritize independently
4. Data entry skills and the ability to use common accounting tools, ex. calculators
5. Two years of work-related experience in related field

Qualifications:

1. High school diploma or equivalent and education in communications, journalism or other related fields preferred.
2. Average or better ability to read and write in English and to work from written instructions
3. Basic math and organizational skills, including ability to multi-task
4. Ability to work with others in a positive and professional manner
5. Detail oriented, self-driven and ability to work independently

Physical Requirements:

1. Ability to lift 10 pounds
 2. Ability to perform operations of manual dexterity, most of which are done while standing
 3. Eyesight vision of, or corrected to 20/20
 4. Ability to sit at a desk for extended periods of time
-

Visit www.pelletron.com to find out more about NEC and our products and apply.

NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.