



<https://www.jahabow.com/job/sales-support-specialist/>

## Sales Support Specialist

### Hiring organization

Jahabow Industries Inc

### Date posted

August 30, 2021

### Description

We are seeking a full-time Sales Support Specialist for our headquarters in Owensville, MO. The Sales Support Specialist is tasked with writing and verifying the unit specifications based on customer requirements and production capabilities. They must act as the liaison between the Sales, Engineering, and Production departments regarding unit specifications. They must also read internal and external drawings to understand specification requirements and create CAD renderings for customer communication. This role reports directly to the Business Manager

### Responsibilities

- Writing unit specifications based on drawings/renderings supplied by the customer or internal source
- Verifying unit specifications on repeat orders.
- Collaborating with the Estimator to confirm all specifications are included in the estimate
- Working with the Engineering department to verify all specifications are included in the bill of materials
- Collaborating with the Engineering department and Project/Account Manager to produce assembly diagrams/instructions and prepare layouts using CAD software
- Scheduling customer audits of newly manufactured products to ensure all specifications, instructions, etc. are accounted for and understood by the customer
- Working with the Sales department to produce line drawings using CAD software to be sent with quotes
- Maintaining and organizing a log of instruction sheets with links to allow for easy access
- Collaborating with the Quality Check department to ensure all new units are load-tested and allowable loads are indicated on drawings and specifications
- Attending design review meetings
- Other duties may be assigned

### Education

- Bachelor's degree in Business, Engineering, or a CAD-related area.

### Experience

- 5+ years of job-related experience or training

### Skills

- Proficient in Microsoft Office
- Ability to communicate effectively both verbally and written
- Ability to multitask with strong attention to detail
- Strong analytical, technical, and empirical skills

- Strong interpersonal skills
- Strong team player
- Goal-oriented approach
- Knowledge of fabrication in a manufacturing/production environment
- Knowledge of field installations

### **Job Benefits**

- Competitive pay
- 401K
- Medical, vision, and dental plans