



Job Opportunity

From the Placement Office of:
Northwest Iowa Community College
603 West Park Street, Sheldon, IA 51201
(712) 324-5061 or 800-352-4907

Program: **Administrative Secretarial/Office Mngt**

Company: Graybar
Des Moines, IA

Contact: Ann Kellogg

E-mail: ann.kellogg@graybar.com

Phone #: 612-728-2559

Job Title: QUOTES SPECIALIST

Job Description: **Responsibilities:**

- Prepare cost estimates of materials requested by Sales, Customer Service Representatives, Stock Maintenance, and appropriate management.
- Compile bill of materials, utilizing knowledge of products to be manufactured.
- Itemize tools, fixtures, or equipment to be manufactured by company or purchased from outside sources.
- Contact manufacturers, factories, and representatives to obtain best-cost information when necessary.
- Compute cost estimates for materials, price escalation, and abnormal freight charges.
- Compare manufacturer's bill of material to determine and price any differences for complete comparisons.
- Correlate all cost information within time frame of bid date and time needed by contractors, sales personnel, and appropriate management.
- Assist others in Quotation Department in price quoting and perform other duties as assigned.

Skills/Education/Experience:

Education: High School Diploma or equivalent.

Experience: Previous quotations experience preferred.

Knowledge: Broad knowledge of product line and pricing. Ability to deal with customers and factory representatives to obtain pricing information and their cooperation. Working knowledge of Excel. Good math skills. Good communication and organization skills.

Normal Work Schedule: 8:00 a.m. – 5:00 p.m. Monday through Friday, some overtime required.

(Note: normal work schedule may vary depending on location)

Salary/Benefits: Graybar offers a benefits package, which includes medical/dental, life insurance, pension plan, tuition reimbursement, profit sharing and the opportunity for you to become an employee owner.

Application Procedure: For immediate consideration please apply online only at: www.graybar.com

Post in A, B

Date: 8/19/10