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Sales Assistant

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Company: Oshkosh

Location: Genk

Category: office-and-administrative-support

About JLG, an Oshkosh company

JLG began in 1969, when our founder, John L. Grove set out to resolve growing safety concerns in the construction industry. Since then we have been committed to understanding the challenges and delivering innovative solutions to the access market. We partner with customers to provide quality equipment, training opportunities and trusted support within the access industry. We are a global company, and our products—including mobile elevating work platforms, telehandlers, utility vehicles and accessories—can be found all over the world.

SUMMARY

Support Sales Administrators coordinate the promotion and sale of Oshkosh Corporation machines and products. Support pricing information, government contracts, scheduling, billing, shipping, quality, forecasting and other requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Support the preparation, administration and coordination of customer/dealer quotations, proposals, bids, orders, contracts and specifications in a timely and efficient manner

Provide technical assistance and customer service in determining vendor availability, pricing and service of replacement parts, shipment discrepancies, product information, product inspections, and factory tours

As required, this person may process and prepare warranty claims, credit memos, invoices, purchase orders, CSO's, forecasts, core returns & credits, troubleshoot and monitor EDI

transactions, shipping & receiving activities, project charts, goals & objectives, in-house reports, back order requirements, stock level & parts requirements reviews, written & verbal correspondence to customers, distributors & vendors

Requires support of and response to Marketing & Sales, Logistics, Manufacturing, Engineering, as well as other internal departments to facilitate an organized, timely and cost effective build and delivery of vehicles and parts

Other duties as assigned

BASIC QUALIFICATIONS

Associate's degree in related field

1-plus years experience in related field

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