



Sales Coordinator and Material Purchasing

About Our Company

PFG Precision Optics was founded in 1977, and is proudly located in Ocean Springs, MS. We manufacture custom lenses, prisms, beamsplitters, polarizers, and optical flats for use in your projects and devices. No matter our customers' optics needs, our engineers and technicians can produce the right products for them. Learn more online at www.pfgoptics.com.

Duties and Responsibilities:

- Acts as a liaison between the customer and PFG to provide the best service possible and ensure favorable impression.
- Recognizes and schedules priorities so time is utilized wisely and efficiently, ensuring completion of multiple responsibilities to meet scheduled deadlines.
- Coordinates quotes with sales engineers and Production.
- Coordinates all customer communication with sales engineers.
- Coordinates with sales, production, and technical personnel for ordering any raw materials or finished optics.
- Obtains quotes for any raw material or finished optics to ensure proper delivery times and pricing for customer quotes.
- Continuously strives to find and grow qualified material, tooling, finished optic or coating vendors.
- Continuously works to achieve fastest delivery times possible for any raw materials or finished optics.
- Tracks and monitors all material orders and deliveries to ensure vendors meet promised delivery dates.
- Facilitates scheduling of deliveries by sending weekly open order reports to all vendors asking for updates.
- Handles anything rejected and communicates with vendors and PFG accounting department to resolve any issues.
- Enters completed quotes and files electronically.
- Works with production control to obtain necessary material certifications and melt data.
- Sends out for laser damage test when needed from production control.
- Assists with entering customer orders and monitoring delivery schedules and changes.
- Confirms orders with customers after approval from production control or asks for revised purchase order (PO).
- Creates electronic files for all new orders.
- Sends out New Order email to production control notifying them of new orders and material ordered with promised delivery dates.
- Communicates with customers by sending out tracking numbers once parts ship.
- Compares incoming purchase orders and drawings with orders and verifies accuracy, communicates any changes to appropriate personnel, and distributes prints for document control.

- Maintains Sales Quote Database information by typing and emailing quotes and logging customer calls when relevant.
- Utilizes internet and government software to search for and quote government solicitations when necessary.
- Maintains an accurate timesheet.
- Follows all safety regulations.
- Keeps work area clean and organized.
- Performs other related duties as assigned or directed to meet the goals and objectives of the department and the organization.

Educational and Skill Requirements:

- Bachelor or Associates Degree or other experience management deems appropriate through interview process.
- Ability to use all standard office equipment including personal computers, Microsoft Office products, and the Internet.
- Have a methodical and detail-oriented approach to work by organizing and prioritizing.
- Able to interpret and apply a variety of rules, regulations, policies, and procedures related to work of the company.
- Preferred experience in a production environment.
- Strong analytical and organizational skills.
- Ability to read and work from technical drawings and instructions.
- Ability to handle multiple tasks with multiple deadlines.

About Our Benefits

PFG offers a competitive benefits package for our full-time employees, including medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, fitness center reimbursements, paid holidays and paid vacation.

COVID-19 considerations

We are staying up-to-date and adhering to COVID-19 precautions.

Job Type: Full-time (Monday through Friday, 7:30 a.m. to 4:00 p.m., 30-Minute Lunch)