

Sales Engineer - Aerospace

NCS is an aerospace and defense precision manufacturer headquartered just SW of Kansas City. We are an AS9100D certified supplier providing complex milling, turning, finish processing, welding, and assembly services.

Position Summary:

Provide support to the VP of Sales and act as a primary contact for customers in regards to quote package development, purchase orders, change orders, and production status.

Benefits:

- Health/Dental/Vision Insurance
- 401K
- Paid Holidays
- Paid Vacation
- Long Term / Short Term Disability
- Group Life Insurance
- Vacation Incentive Program

Responsibilities:

- Manage all stages of contract cycle; RFQ, contract review, shipments, closeout, and archive
- Maintain quote log and prepare quote packages by reviewing customer engineering packages
- Direct, compile, and organize labor, material, and supplier quotations for proposal development
- Be first point of contact to answer customers' questions about products, prices, availability, and terms
- Review customer contracts, purchase orders, and change orders.
- Monitor customer's consumption based contracts to ensure proper level of inventory.
- Communicate with internal production and engineering teams to ensure production dates align with customer needs.
- Log and work to customer complaints regarding sales and service.
- Maintain files in accordance with company procedures.
- Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.
- Follow safety rules and regulations.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Customer service oriented and strong written and verbal communication skills
- Experience understanding customer engineering packages including blue print reading, bill of materials, part structure, and customer specifications
- Experience with metal parts manufacturing and assembly, aerospace preferred
- 5 years machine shop experience preferred
- Experience with ISO 9001 or AS9100 regulations
- Strong software aptitude including CAD, Customer Portals, and ERP systems
- Ability to multitask and maintain customer timelines with strong time management skills
- Ability to demonstrate accuracy and be thorough
- Advanced used of Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)
- In compliance ITAR Requirements and with U.S. governmental regulations applicable to this position, all applicants must be either a U.S. citizen, lawful permanent resident of the U.S., as defined in 8 U.S.C. 1101(a)(20) or a "protected individual", as defined by 8 U.S.C. 1324b(a)(3).

Send Resumes to HR@ncsmufacturing.com