

Business Coordinator
Position Description and Skill Requirements

Skill Requirements:

1. Must have a Bachelors Degree from a reputable University
 - a. Information Technology or Computer System Technology with some experience in industry
 - b. Journalism with industrial experience and an introduction to computer systems
 - c. Business Administration with industrial experience and an introduction to computer systems
 - d. Masters Degree would be a plus
2. Must be accomplished in Microsoft Office including Word, Excel, Access, PowerPoint, Publisher, and Project
3. Must be a self starter capable of self learning and independent research
4. Must have excellent organizational, record keeping and time management skills
5. Must have excellent verbal and presentation skills and be willing to take on challenges

Any of following skills will be considered a plus:

1. Limited knowledge of web design tools and html capabilities
2. Technical Writing Experience
3. Graphics Design Experience such as Adobe Acrobat/Illustrator/Photoshop and/or similar tools
4. Basic understanding of manufacturing systems
5. Knowledge or experience with Order Entry
6. Financial Analysis

Job Description:

Business, Sales and Marketing Support Activity

1. Work with business office to generate quotes and maintain a quote database and finally integrating with a CRM system.
2. Work with Sales and Marketing to maintain customer contact information finally integrating with a CRM system.
3. Work with Proposals and preparation of personnel, capital and R&D requirements. Also, work with the technical teams to maintain a standard set of proposal tools.
4. Prepare tradeshow materials, technical presentations, marketing datasheets and brochures, photo libraries and other sales and marketing information.
5. Coordinate the marketing material and CD catalog activity such as inventory, distribution, internal availability, and supporting preparation.
6. Some travel may be required for trade shows.

7. Support incoming sales calls when sales personnel are not readily available to take sales calls.

Engineering Support Activity

1. Publish Engineering Manpower and Quality Reports
 2. Create and maintain a proposed manpower and task loading database for high probability proposals.
 3. Maintain sections of the internal (MI Connect) web pages.
 4. Support the generation, formatting and editing deliverable documentation such as manuals and test procedures.
 5. Maintain a template database of often used documentation so that these formats are created the same for each use.
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