

What is your Peace of Mind?



Reliable Connections

All around the globe customers rely on our safe connecting solutions. But we are also a reliable partner for our employees. About 1,800 colleagues in more than 30 countries play their part in ensuring that our products optimally combine mission-critical components. Whether it's motors, airbags or heart pumps – every day we develop connecting solutions for a wide variety of industries and thus take important steps towards a better future. Would you like to be a part of it? Find your peace of mind!

Oetiker Limited was established in Canada in 1961, and has been located in Alliston, ON since 1978. Oetiker continues to develop and grow as the Group expands product offerings to provide customers with high-quality engineered connecting solutions. Help strengthen our team in **Alliston** at the earliest possible date as a

Sales Administration – Maternity Coverage

WHAT YOU'LL DO

- Preparation and submission of quotations, including price creation, margin review and tracking
- Perform Contract Review and manage customer Scheduling Agreements/amendments (Price changes) and contracts
- Manage pricing files, and analysis, surcharge and rebate agreements
- Review and process account adjustments
- Manage part number files, create BOM and communicate special instructions
- Manage and maintain Customer Master Data in CRM & ERP
- Coordinate credit approval / credit limits with the Finance Department
- Understand customer requirements, receive and manage correspondence (RFQ's, Drawings Samples, PPAP etc.) and work with relevant departments
- Inside support for sales engineers
- Resolution of issues with Customers
- Review, track & control Customer Specific Requirements
- Awareness and participation in OPS initiatives
- Ensure compliance with all applicable safety and environmental regulations

WHAT YOU'LL GET

- Comprehensive Benefit Package
- Pension Plan

WHAT YOU'LL NEED

- College Diploma / Degree in Business Administration (preferred)
- 2-3 years of Sales administration, customer service or related is preferred
- Additional languages an asset

Oetiker, Ltd. is an equal opportunity employer.

Get to know us to get ahead.

For more than 75 years, Oetiker has been a leading manufacturer of high-end connecting solutions for OEMs worldwide. As an employer, we offer our employees attractive international challenges and many development opportunities. Diversity and high quality standards are the foundation of our corporate culture. This way, we combine the visions of today with the technology of tomorrow.

Oetiker, Ltd.

203 Dufferin St S, Alliston, ON L9R 1E9, Canada
phone +1 705.435.4394

Let's connect:

www.oetiker.com/careers