



JOB DESCRIPTION / COMPETENCY REQUIREMENTS

Employee: _____
Position: Inside Sales Expeditor **Status:** Non-Exempt
Reports To: Inside Sales Manager

Job Summary/Scope Statement

List the primary reason this job exists and the purpose of this position

The inside sales expeditor will be responsible for managing daily tactical order placement, expediting, and cancelations. This position will track orders and update the system to indicate shipments, delays and inventory problems. Communicates with purchasing, customer service, and inventory planners regarding issues causing delays in shipping customer orders on time.

Job Responsibilities

List the primary job responsibilities determined for the position title.

- Maintain WIP (work in process) for weekly meetings.
- Be responsible for the follow up on daily shipments and jobs on assembly floor, guarantee that shipment and assembly are following the WIP schedule.
- Be responsible for the follow up on job orders within the shop to ensure they are on track; make corrections as needed.
- Expedite and process "hot" jobs to ensure they are completed on time and according to the date agreed by the Customer.
- Coordinate with the sales and production team according to the defined pre-determined dates.
- Be responsible for notifying the customer when deliveries are moved beyond the original promised date.
- Be a liaison with QC and the Warehouse to ensure materials and/or components are delivered in the correct sequence; prevent orders from being late and/or out of the priority sequence as previously established by planning.
- Assist planning to reduce and manage jobs in queue.
- Interact with vendors on parts pricing and lead times
- Be responsible for creating purchase orders to vendors as needed for inside sales.
- Schedule and complete job orders for final assembly.
- Provide routine customer updates on parts sales.
- Contribute to team effort by accomplishing results as needed.
- Participate in GDS Safety and Quality programs.
- Performs other duties as assigned by Management.

Experience / Education Requirements

List the minimum education and/or experience (competencies) required to perform this job successfully; include applicable leadership responsibilities.

- Requires a High School diploma, or equivalent.
- A minimum of 2 years' experience in oil and gas – preferred experience in top drive assembly.



- A minimum of 2 years' experience in purchasing
- A minimum of 2 years' experience utilizing systems software in a manufacturing environment.
- A minimum of 2 years' experience of inside sales parts.
- Experience doing work order routing, process, and production operations/manufacturing.
- Experience in data entry.
- Strong communication skills, display attention to detail, and capacity planning.
- Proven experience with customer interaction.
- Basic computer skills, including proficiency in Microsoft Word, Excel, Outlook, and Internet.

Physical Requirements

The physical demands described here are representative to those that will be faced an employee in order to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle/feel objects; and reach with hands and arms.
- While performing the duties of this job, the employee will spend long hours sitting and using office equipment and computers.
- While performing the duties of this job, the employee may also have to do some light lifting of supplies and materials from time to time.

Approval

The employee named above meets the requirements of this job description/qualification record and is hereby approved to perform the duties and responsibilities stated within.

Approval: _____
Employee's Supervisor

Date: _____

Approval: _____
Employee

Date: _____