

**AIRMAR TECHNOLOGY CORPORATION,**  
A world leader in innovative design and manufacturing of  
Ultrasonic transducers, is recruiting for a

**Sales Support Coordinator**

An internal promotion allows us to offer an opportunity for a Sales Support Coordinator in our Sales and Marketing department.

This position is responsible for administrative functions supporting the Sales team. This includes, but is not limited to, receiving and processing of sales orders and sales accounts, confirming order and shipment status with customers and accurately maintaining sales data in our ERP and EDI systems.

This person is also responsible for preparing various sales reports and recaps of shipments, bookings, backlogs and related sales activities.

Our Sales Support Coordinator works closely with production control scheduling order requests and releasing orders for shipment, and reviews customer forecasts with our Sales Account Managers. This coordinator is also responsible for some sales accounts

The ideal candidate is self-motivated, organized and proactive and demonstrates excellent written and oral communication skills.

To be considered for this opportunity you must already possess the following qualifications:

- High school education or equivalent experience with two or more years administrative experience.
- Excellent oral and strong written communication skills.
- Ability to organize and prioritize workload to meet deadlines.
- Good analytical skills for problem resolution and good attention to detail.
- Proficiency in Word, Excel and PowerPoint.
- Sales Support experience in a manufacturing environment working with ERP and EDI business systems is preferred.

If you meet these criteria, please forward your resume to: [HumanResources@airmar.com](mailto:HumanResources@airmar.com)

\*Airmar Technology Corporation proudly supports Affirmative Action. Airmar Technology Corporation is an Equal Opportunity Employer. Airmar Technology Corporation is committed to workforce diversity. M/F/D/V encouraged to apply. Local applicants encouraged to apply. Smoke-free workplace. Drug-free work environment. Preemployment drug screening required. All resumes are held in confidence. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search. Principals only. Relocation costs not covered by employer. Must be eligible to work in this country.