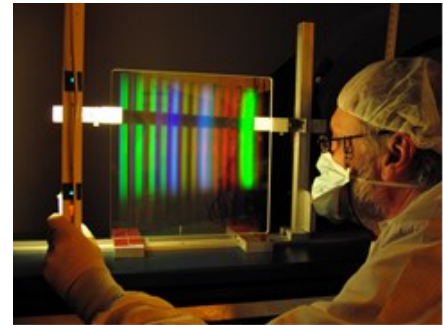




Job Description: **Technical Sales Associate**

Summary Description:

Plymouth Grating Laboratory (PGL) is a small, focused technology company in the Boston/South Shore area that specializes in the development and manufacturing of diffraction gratings for laser and spectroscopy applications. PGL is seeking a detail-oriented, highly motivated Technical Sales Associate to work with both its customers and internal teams to find, develop, and launch new business opportunities as well as grow PGL's market presence.



Primary Responsibilities:

- Serve as central point of contact for **customer communications**
 - Manage phone calls, e-mails, and website inquiries
 - Arrange video/teleconference meetings and customer visits to PGL
 - Visit customer sites when expedient
- Assemble and oversee customer **quotations and proposals**
 - Create quotation-related documents and track sales funnel
 - Collaborate with Applications Engineering on technical content
 - Track and document pricing
 - Create and submit tenders when necessary
- Complete, submit, and track **export license applications**
 - In accordance with BIS & ITAR regulations
- Execute **order acknowledgement** process for incoming orders
 - Receive and approve new orders
 - Implement new order processes and checklist
 - Launch new orders into engineering and manufacturing hands
- Track **sales metrics** and progress
 - Track progress of open work orders and forecast resulting revenue
 - Forecast potential revenue based on sales funnel process
 - Create monthly, quarterly, and annual sales reports
- Manage all aspects of **conferences and trade shows** attended by PGL
 - Create schedule for conferences and exhibits each year
 - Maintain exhibit materials and displays
 - Coordinate shipping and receiving of exhibit materials and displays
 - Maintain and keep up-to-date marketing communications materials
 - Attend several trade shows per year

Qualifications:

- Ability to communicate professionally and clearly, both orally and in writing; must be able to create polished written communications and documents independently
- Strong math skills and scientific curiosity are essential; must have experience with basic data manipulation and analysis in Microsoft Excel
- Excellent organizational skills are essential
- Desire to collaborate with people on a daily basis, both in person and via phone and e-mail
- Valid passport and willingness to travel domestically and internationally (at least quarterly)
- Desire to learn and take on challenging new tasks

Experience and Education:

- At least 5 years' experience in a company environment, including at least some direct experience in sales and/or interfacing with customers
- Education: minimum of Bachelor's Degree

Apply online at: plymouthgrating.com/about-pgl/careers