



FUTURE ELECTRONICS

SBDU JOB DESCRIPTION

JOB TITLE:

Quote Specialist

JOB PURPOSE:

Reporting to the Program Manager you will be accountable for delivering quality quotes. Success will come from working with your Manager. Responsibility will also entail following up on opportunities to yield incremental revenue for Future Electronics.

PRINCIPAL ACCOUNTABILITIES:

Sales/ Branch Management/Coordination

- Communicate clearly with the Sales team to ensure all basic information are provided with their Manager has been achieved prior to the SBDU positioning conference call with Sales
- The main lead for SBDU positioning conference call is by Quote Mgr and Prog Mgr only. QS's main role is to support only

Requote (Price Challenge)

- Working closely with CA to compare new feedback rework for Mkt
 - Highlight discrepancies or abnormalities directly with Sales and QM/PM
 - Communicate and coordinate feedback to product mkt. for re-quote
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JOB CONTENT:

Quote Coordination

- Champions and coordinate quote upload/cleansing strategy with India team
- Ensuring upload of raw BOM into QM/SA# are correct and accurate (what to upload and what to NQ etc) Help QM/PM to carefully monitor quote process and chase Mkt when necessary. Ensuing timeline and due dates are adhere to
 - Create and update Quote coversheets (including detailing strategy)
 - Ensure QM is classed and parts are cleansed correctly to match dashboard before release to marketing for quote
 - Identify Registration content for "Upstream"
 - Prepare X-ray (for conference call with Sales or PMM)
 - Prepare QB(for conference call with Sales or PMM)
 - Work with product marketing to ensure quote is completed within set Timeline

Quote Review

- Tactical review of all quoted lines including auto quote, using the quote checklist and timeline & NQ lines especially
- Prep and analyse to show if initial quote strategy has been achieved
- Review every quote with Manager before it goes back to Branch/Customer

Tagging of Awards (Discrepancies and SBDU Dashboard update)



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SBDU JOB DESCRIPTION

- Working closely with CA to validate Awards received, highlight discrepancies, alert QM/PM and work directly with Sales for solutions
- Work with CA to tag awards and lost lines into SBDU Dashboard

Training & Development

- Complete iLearn courses as assigned
- Product Induction Program
- Rotate the learning from all the various PMs in all the regions within SBDU

RECOMMENDED CREDENTIALS:

QUALIFICATIONS

- Diploma
- Excel Proficiency

EXPERIENCES

- At least 1 year of relevant working experience in Electronics Industry