



## **M&O Perry Industries**

412 N. Smith Ave., Corona, CA 92880  
Phone: 951-734-9838 Fax: 951-734-2454

### **JOB DESCRIPTION : SALES AND PROJECT COORDINATOR**

#### **Main Job Functions:**

- Perform all activities needed for new machine sales
- Assist the Director of Sales and Agents with both current and future sales events
- Review the technical requirements (URS) for all new projects with engineering and management
- Prepare standard machine budgets and quotes for approval and follow-up with direct sales calls to customers
- Assist in implementing marketing strategies; including website, social media and exhibitions
- Assist with assigned projects by coordinating internal and external activities and communication
- The position reports to the Director of Sales.

#### **Duties and Responsibilities:**

1. Check and process all website, phone and tradeshow inquiries
2. Perform regular follow up on sales projects
3. Develop new opportunities by helping to penetrate existing accounts
4. Train and help sales personnel and/or representatives to ensure proper sales coverage
5. Assist all customers with machine inquiries to ensure customer satisfaction
6. Represent the Company at approved exhibitions, trade shows, customer meetings, and events
7. Implement marketing activities which include social media notifications and website updates
8. Assist in keeping marketing materials updated, including the news and events online

#### **Qualifications:**

- College Degree
- Minimum one (1) year of experience in Customer Service or Sales
- Experience with the Pharmaceutical and Biotech industries preferred
- Strong communicator with technical dialogue capability
- Domestic travel required, max. 30% of working time

**If you are interested, please contact us at [info@moperry.com](mailto:info@moperry.com)**