

JOB VACANCY



POSITION:

ACCOUNT REPRESENTATIVE

LOCATION: 3900 GERMANTOWN PIKE, COLLEGEVILLE, PA 19426-3112 USA

About the Company

AMETEK, Inc., (NYSE:AME) (www.ametek.com) is a publicly-traded company and leading global manufacturer with annualized sales in excess of \$4.2 billion and 15,000 colleagues at over 120 manufacturing locations worldwide. Headquartered in Berwyn, PA, the Corporation has a track record of exceptional financial and market success with a commitment to double the size and profits of the Company over the next five years. Major strategic drivers include strategic acquisitions, organic growth through new product development, operational effectiveness and global and market expansion.

AMETEK Specialty Metal Products manufactures and markets a wide range of products including; powder, precision tubing, and precision strip. These products are available in a wide range of materials such as; stainless steel, nickel alloys and titanium to the end use markets of; aerospace, medical, nuclear, and oil & gas. We deliver exceptional products and service to customers around the world, every day.

About the Position

The Account Representative will manage day-to-day activities and execution of our customer connection – follow established contract review procedures and provide accurate quoting, order entry, status, shipments, returns, credits; customer portals; being proactive when dealing with the customer and heading off issues before they arise; thanking the customer for their business.

Position Requirements:

- Meeting order entry, quoting and status response time objectives.
- Understand AMETEK SMP Division strategic initiatives and influence customer behavior – Gain market share, competitive pricing and market intelligence.
- Provide feedback to commercial and management teams.
- Act as a customer advocate – present data and make recommendations as to course of action to business leaders and act within defined decision-making authority to drive Ease Of Doing Business with SMP. Ability to reach across departmental boundaries to satisfy customer inquiries.
- The Account Representative is accountable to manage issues outside the traditional bounds of responsibility when required to satisfy a customer or business objective.

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Position Requirements: continued

- Employ analytical skills to evaluate and/or aggregate customer forecasts to plan supply chain needs.
- Relationship management.
- Turn Quotes into Orders (Capture Business) – substantial focus on capturing business with our customers; if not obtained, what was the competitive situation and why business wasn't captured.
- Specific weekly and monthly targets must be achieved.
- Weekly activity within quote tracking databases (Dynamics, Salesforce, etc.)
- Ability to work in tactical administrative team environment from focused problem solving to customer care and support throughout any given day – admin activities to problems solving/decision making (both ends of the spectrum).
- Serve as the liaison, the glue and the driver of issue resolution between the customer, plant, quality, supply chain and finance to pull together all necessary resources to support the customer need, including resolving any issue.
- Ability to effectively manage multiple priorities and meet strict deadlines.
- Provide support and anchor with Inside Sales Manager, Sales Managers, Sales Directors and Marketing Managers to negotiate competitive pricing, quality, delivery and lead-time with customers.
- Assumes additional responsibilities and performs special projects as needed or directed.

Basic Qualifications

- Bachelor's Degree in Business Administration from an accredited institution.
- 1 - 2 years' experience in a business-to-business customer service or market analysis role
- Competency with Excel
- Employees must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Preferred Qualifications

- Bachelor's Degree in Engineering, Marketing, Economics, Supply Chain, Business, or Communication from an accredited institution.

How to apply

Applications should be sent to **Debbie Melnyk**, Human Resources Director, US.

Email: debbie.melnik@ametek.com

Closing date: December 31, 2017.

Applications received after this date will not be considered. If you have not heard from us within 2 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.