



GILLETTE GENERATORS

2921 Thorne Drive Elkhart, IN 46514 PH: (574) 264-9639

About Gillette Generators

Gillette Generators has been a leading independent manufacturer of standby and prime power generators for over 60 years. We supply generators into the critical infrastructure sector supporting end markets such as commercial, industrial, oil/gas, telecom, wastewater, healthcare, municipal, military, and high-rise condos. We have 2 plants, operating out of 100,000 square feet, located in an industrial campus setting in Elkhart, Indiana with newly renovated office setting. We manufacture over 50+ different models of generators from 25Kw through 2M and we manufacture using only world-class power generation components such as: PSI, John Deere, Volvo, Perkins, Mitsubishi engines, Eaton circuit breakers, and Cummins/Stamford generator ends.

The Opportunity

Based out of our headquarters in Elkhart, IN, the **Sales Operations** role will be a critical leader involved in the growth of the company. The candidate will work with our sales team to help prepare quotes, follow-up on quotes and leads, process purchases orders, handle customer technical document requests, process service and parts orders for engineering, and interact with our customers daily.

Duties and Responsibilities

- Support sales team in the creation of quotes
- Process PO's and sales order acknowledgements
- Support engineering in the processing of service and warranty part orders
- Manage the ticket process for orders within our ERP platform
- Ensure accurate part description, pricing, and product type coding for all purchases items in our ERP system
- Manage custom fuel tank quote requests
- Daily support of customer phone calls and emails
- Keep customers updated on order status
- Maintain meeting notes and use Salesforce to track pipeline metrics
- Liaison between sales, manufacturing, and purchasing to ensure accuracy

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www.gillettegenerators.com



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Qualifications and Experience

- A bachelor's degree
- 1-3 years of sales experience
- Experience in a manufacturing assembly environment with complex bill of materials
- Strong verbal, written communications and interpersonal relationship building skills.
- Must be Proficient in "Microsoft Office" products (Word, Excel, PowerPoint, Outlook).
- Experience with Sage 100 ERP helpful
- Highly motivated, able to work well within a team environment, and to develop strong working relationships across all levels.
- Ability to work in a fast-paced environment.
- Multi-tasking abilities required for successful job completion.
- The position is on-site with an office/manufacturing floor setting.

Personal Attributes

- Must be a team player up and down the organizational structure and across departments.
- A creative results-oriented leader who is particularly good at balancing multiple priorities and issues.
- Must have integrity and be dedicated to the principles of developing a strong collaborative organization with well-developed coaching skills.
- Proven leadership, self-confidence, and a solid track record of accomplishments in challenging environments.
- High energy with a passion for being part of a fast-growing business.