

## BANDING PROJECT MANAGER – FOOD

**STATUS:** Full-time, Exempt

### **HOURS/OVERVIEW:**

- 40+ hours per week. Travel as needed.

### **DESCRIPTION / RESPONSIBILITIES**

- Managing Preprinted Material
  - Testing customer supplied samples using internal/external resources
  - Providing customers with accurate pricing information and quotes
  - Assisting with the collection of new customer information and running new customer credit checks
  - Tracking/organizing shipping methods to ensure reliable and on time delivery
  - Maintaining contact with customer during production and forecasting material and part usage
  - Managing blanket order quoting, order acceptance, and delivery execution
  - Managing relationship with ATS, and act as liaison between ATS and customers
  - Assist with special collection requirements to ensure prompt payment terms
- Compliance Management
  - Responsible for all sales related compliance documents, including but not limited to:
    - ISO/GFSI Certifications
    - FDA approvals
- Rental and Leasing Management
  - Providing accurate pricing information and quotes to rental customers
  - Tracking/organizing shipping methods to ensure reliable and on time delivery
  - Maintaining contact with customer during the entire rental process
  - Schedule equipment return when contracts end
- Customer Service Support
  - Partner with Customer Service and serve as back up if needed
- Other Duties as Assigned

### **QUALIFICATIONS**

We pride ourselves on being flexible but there are some things we feel strongly about. An ideal candidate must exhibit the following traits:

- Excellent communication skills that foster business relationships from C-Level to shop floor
- Bachelor's Degree required or equivalent experience
- Strong technical aptitude and ability to learn quickly
- Strong skill set that includes organization and project management
- Professional attitude self-starter who is detail orientated and can work independently or with a team
- Flexibility in hours – Do it whatever, whenever, wherever approach
- Familiarity with Microsoft Office (Outlook, Excel, Word) and Salesforce experience a plus

The Banding Project Manager - Food will report to the Banding Sales Manager – Food