



KOLBERG-PIONEER, INC.

**Position Description
Salaried / Non-Exempt**

POSITION: INTERNATIONAL PARTS SALES INSIDE REPRESENTATIVE
DEPARTMENT: PARTS SALES
REPORTS TO: PARTS SALES OPERATION LEADER / PARTS SALES MANAGER
UPDATED: MARCH 19, 2021

Basic Function

Perform all duties associated with parts sales orders, assisting with all locations of Astec, or any duties assigned by Parts Sales Manager.

Primary Duties and Responsibilities

1. Process parts sales orders received primarily from international dealers and customers. Evaluate orders or inquiries offering advice and do suggestive selling.
2. Check parts numbers and descriptions with parts catalog for accuracy.
3. Prepare quotations as requested by distributors or customers.
4. Follow-up on previous correspondence and open quotations.
5. Coordinate with Engineering any changes on equipment when special parts need to be manufactured.
6. Assist Manager with dealer management to include dealer visits, dealer stock levels, training, and dealer selection.
7. Assist Manager in development and execution of marketing strategy for parts sales.
8. Work on parts price book as required.
9. Inform Manager of stock shortages or inventory discrepancies.
10. Perform other duties as directed by Parts Sales Manager.
11. Executes internal Sarbanes-Oxley control responsibilities with diligence and integrity. These internal control responsibilities are communicated to the person fulfilling this position, and periodic feedback is provided as it relates to performance of internal control responsibilities.

Essential Functions

1. Ability to operate computer and general office equipment.
2. Perform work in an office environment with minor exposure to industrial noise, fumes, smoke, etc.
3. Able to travel by air and auto.

Essential Qualifications

1. Ability to communicate orally and in written form in English and Spanish (or Portuguese).
2. Ability to work well with others and demonstrate good oral and written communication skills.
3. Ability to successfully manage customer interaction in a variety of parts-related circumstances, some of which may involve dissatisfied customers and/or dealer personnel.
4. Ability to climb stairs and maneuver in congested, heavy manufacturing environment.

This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.

(continued)

Employer Agreement

There is no specified term connected with your employment. Employment is at-will and termination by either party is also at-will. An Offer should not be construed as a guarantee of employment for any specific duration. In addition, your duties and/ or compensation may change from time to time based on the needs of Kolberg-Pioneer, Inc. and your skills as determined by Kolberg-Pioneer, Inc.

Employee's Review of Job Description

I have reviewed and understand the job details, essential duties, qualifications and physical demands of this position and can perform this job as described.

Signature

Printed Name

Date