Specialty Resources Inc.

https://specialtyresources.com/job/customer-quoting-specialist/

Customer Quoting Specialist

Duties and Responsibilities
(includes, but are not limited to the following):

- Support with item-level sourcing, by preparing, executing, and following up on customer RFQ's in a timely fashion that best supports the objectives of the company
- Prepare Quotes
- Support the overall sales strategy through efficient and timely responses in conjunction with coordinating these opportunities with our suppliers
- Reviews and analyzes bid requirements to identify product options that align with customers' plans and specifications while maintaining company goals and targets
- Solicits quotes from suppliers to ensure pricing received is accurate, includes all items requested, and that it is returned within the required timeframe
- Researching new domestic supplier sources and their capabilities while also providing initial contact for quality pricing
- Maintain a high level of product and supply-base knowledge
- Assist with supplier selection and assigning RFQs

Required Skills and Competencies

- Must be a strong communicator both written and oral
- Ability to carry out instructions furnished in written, oral, and diagram formats
- Must be able to define problems, collect data, establish facts, and draw valid conclusions
- The ability to manage multiple simultaneous projects requiring frequent communication, organization/time management and problem- solving skills
- Excellent time management and organizational skills with ability to meet important deadlines in a fast- paced environment
- Strong computer skills, MS Office Suite, Outlook
- Understanding of product specifications and order requirements
- Blue Print Reading
- Relationship building with supply base and networking experience
- Continuous improvement and lean understanding
- Evaluate risks, assess scenarios and make recommendations concerning the supply chain

Employment Type
Full-time (8 hour shift / Monday to Friday)

Preferred Education and Background

- Degree in Business, Supply Chain or Project Management or equivalent experience
- 3-5 years in strategic and planning in a manufacturing environment such as precision machining, fabrication, foundry or molded parts

Experience

- Blueprint reading: 1 year (Preferred)
- Pricing: 5 years (Required)

Hiring organization
Specialty Resources Inc.

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October 1, 2025