

Are you the **component** we need?!? Open-minded, team player, passionate and hard-working?

Find out by searching our job openings and learning why it's great to work at **Taiyo Yuden (U.S.A.) Inc.**

TOP TEN Great Things about Taiyo Yuden (U.S.A.) Inc.

1. Innovative / Best in Class Product Line
2. Management Philosophy: Our management philosophy focuses on "employee well-being," "betterment of local communities" and "responsibility to provide returns to shareholders."
3. Large company transactions with a small company feel
4. Emphasis on employee growth and promoting from within
5. Fast paced, constantly changing, never boring work environment
6. Diverse work force and office culture
7. Open door policy with managers and opportunities to be HEARD
8. Top down commitment to wellness and employee health – San Diego Business Journal 2014, 2015 & 2016 Healthiest Company Nominee
9. Great employee benefit package including health, dental, vision, life, flexible spending, 401k with match, bonus plan and MORE...
10. THE PEOPLE!!

## **Sales Coordinator (Chicago)**

**June 1, 2017**

### **ABOUT TAIYO YUDEN:**

Taiyo Yuden (U.S.A.) Inc., or (UTY), produces surface-mount and leaded passive electronic components as well as functional modules that incorporate active components. Product lines include capacitors, inductors, ferrite beads, EMI filters, ferrite cores, resonators and LC filters, functional modules, Energy Devices(Super Capacitors), and SAW/FBAR filters and modules. UTY is a wholly owned subsidiary of a Taiyo Yuden Co., Ltd.. We manage all sales, distribution and related operations for North and South America. The US operations headquarters is located in Solana Beach, California. UTY has sales offices throughout the US and Canada. We operate warehouses in Torrance, California and McAllen, Texas.

### **GENERAL SUMMARY:**

The sales coordinator provides comprehensive support and analysis for outside sales employees to achieve the company's goals for growth and the highest levels of customer satisfaction.

He/she will work directly with the sales, marketing, customer service and other departments across the group companies including Japan headquarters and other overseas offices to facilitate all necessary sales activities in this regard.

### **ESSENTIAL JOB FUNCTIONS:**

1. **Customer Inquiries.**

- Respond to inquiries from customers by coordinating with sales, marketing, customer service and other departments to ensure both customer requirements and the Company's sales goals and objectives are met.
- Customer inquiries include, but not limited to, our product datasheets, specifications, reliability data, qualification data, RoHS and REACH declarations, and conflict minerals reporting.

**2. Sales Coordination.**

- Obtain technical documents through the internal web systems or through the company's internal contacts for the sales team to fulfill customer requests.
- Create sample requests and follow through delivery of the samples to customers.
- Prepare other documents and promotional materials upon the sales team's request.

**3. Sales Forecasts.**

- Review customer forecasts, actual sales and open orders against the sales plan with the sales team to prepare sales forecasts for customer demand fulfillments.
- Run standard gap analysis of the current sales forecasts against the sales plan, and changes from the previous forecasts.
- Communicate with the customer contacts and outside sales to discuss about highlighted gaps and changes.

**4. RFQ and Quotation.**

- Work with the sales team and other departments to review customer RFQs and prepare for quotation.
- Run systematic checks against the existing customer part number cross references and the current and the past quote logs and price lists.
- Retain quotation records and all supporting documents.

**5. Customer Master Records, Sales Leads and Opportunities.**

- Regularly review and update customer records, sales leads and opportunities in the CRM and MRP so that the system data are updated with the latest information.
- Prepare forms to initiate workflows for customer registration and master record changes as needed.

**6. Other Responsibilities as Needed.**

- Visit customers as needed, with ability to travel overnight.
- Performs other related duties and projects as assigned by management.

**EDUCATION AND EXPERIENCES:**

1. High school diploma
2. College degrees in business administrations are preferred
3. 3+ years of experiences in sales coordinator, sales assistant, customer service or equivalent

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of sales concepts and customer service techniques
2. Knowledge of electronic devices and components
3. Knowledge of and skill in enterprise computer software programs (SAP, Microsoft Dynamics CRM)
4. Strong skills in Microsoft Outlook, Excel, Word and PowerPoint
5. Strong written and oral communication skills with courteous and professional manners
6. Ability to pay close attention to details for accuracy
7. Ability to coordinate multiple tasks simultaneously and meet required deadlines
8. Ability to work with general supervision

**OTHER SKILLS AND ABILITIES:**

- Continuous sitting and some standing.

- Ability to withstand long airplane travels (in coach/economy class)

<b>Physical Requirements:</b>	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
SEEING: Must be able to read reports and use computer.				X
HEARING: Must be able to hear well enough to communicate on phone calls and meetings.				X
STANDING/WALKING/MOBILITY:			X	
CLIMBING/STOOPING/KNEELING:	X			
LIFTING/PULLING/PUSHING:		X		
FINGERING/GRASPING/FEELING: Must be able to write, type and use computer and phone system				X
TRAVEL REQUIRED	X			

**MENTAL DIMENSIONS:**

Must be able to read and interpret reports and documents

**PHYSICAL DIMENSIONS:**

Exerting up to 20+ pounds of force occasionally to lift and carry boxes and objects

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification.

They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.