

Werner Electric Supply Quotation Specialist – Drives & MCCs – Appleton

Werner Electric Supply Company provides electrical and lighting products and services to industrial and electrical contractors and industrial automation professionals in Wisconsin, Michigan's Upper Peninsula and North Dakota. We are a company with a strong reputation for success, and each employee's role is critical to fulfilling the mission of our organization. We are dedicated to continual improvement in the distribution of quality product and services resulting in the long-term trust, profitability, and success of our employees, customers, vendors, and the communities we serve. All of these things are just part of what makes Werner Electric Supply Company such a great place to work!

Summary

Quote Rockwell Automation/Allen-Bradley Motor Control Centers (MCCs) and AC Drives to customer base. Enter and track MCC and drive orders.

Essential Duties and Responsibilities

- Prepare quotes for low and medium voltage MCCs and drives using manufacturer's quotation software.
- Review engineering drawings and specifications for preparation of bill of material.
- Calculate horsepower and loads.
- Negotiate project pricing with manufacturer and customer.
- Prepare customer quotations.
- Enter orders, create submittal drawings, track orders, expedite orders, prepare operation and maintenance manuals, and perform billing accuracy work with sales staff to promote products and close orders.
- Submit reports and maintain quotation logs.
- Other related duties as assigned.

Qualifications

- Bachelor's Degree in Electrical Engineering or related field preferred. Electrical technical degree with experience required.
- Strong written and oral communication skills. Must be able to effectively communicate with internal and external customers, and present information to all levels of the organization in one-on-one and group settings.
- Must be familiar with design software, development software, internet software, manufacturing software, order-processing systems, spreadsheet software, and word-processing software.
- Experience with Rockwell Automation's products and software platforms preferred.

Werner Electric Supply is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.