



Position Description

Position Title Sales/Logistics Specialist

Position Reports to Principal Electrochemical Scientist

Environment in-office (not remote)

Position Summary

Pine Research Instrumentation is a global leader in electrochemical research instrumentation. We are looking to add a Sales/Logistics Specialist to our sales team. Our current sales team is comprised of electrochemical scientists who frequently travel and work with customers to solve technical scientific problems.

The Sales/Logistics Specialist's primary duties will include preparing export documentation, coordinating trade show logistics and leading clerical and administrative tasks such as answering the phone and responding to emails. The Specialist will also participate in the sales process by issuing and following up on quotes, processing orders, and managing special case transactions such as letters of credit, returns, custom products, and service.

Work is varied and generally administrative or project oriented. Requires a broad understanding of organizational operations and procedures. Work may involve handling confidential and sensitive material. All responsibilities require a high level of accuracy and attention to detail. Some duties will also require adherence to strict regulatory requirements.

This is a full-time, in-office position, Monday through Friday, 8:30 AM to 5:00 PM.

Essential Responsibilities

- Export Documentation and Compliance
 - Perform export data entry
 - Prepare export documentation
 - Adhere to regulatory requirements
 - Participate in training (primarily webinars)
- Event Logistics
 - Trade show booth registrations
 - Purchase of booth drayage and furnishings
 - Manage shipment/logistics of trade show materials, both domestically and internationally, which includes selection of freight forwarder, preparation of shipping labels and documentation, and addressing all pre- and post-show logistics and handling paperwork, and handoff to outbound freight forwarder.
- Sales Administration
 - Issue quotations
 - Follow up on quotations
 - Close quotations, convert to orders, process payments, address shipping logistics
 - Process and manage trade-ins, returns, service, demo units, and custom products
 - Process occasional shipments
- International Payments

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- Prepare and manage letters of credit
- Communicate electronic payment advice to accounting
- Clerical and Administrative
 - Answer telephone and direct calls to appropriate personnel, ensuring callers are treated in a professional and courteous manner
 - Respond to non-technical emails and website contact forms
 - Maintain office supply inventory, including purchasing as needed
 - Coordinate local service vendor accounts (internet, phone, cleaning service, etc.) including payment/invoicing and technical support/troubleshooting

Minimum Requirements

- Work experience commensurate with the essential responsibilities listed
- Excellent customer service etiquette, verbally (on the phone and in person) and written (e-mails)
- Sound knowledge of general office administrative procedures and knowledge of use and operation of standard office equipment
- Proficient Microsoft® Office skills required (Outlook, Word, Excel, PowerPoint)
- Ability to pack/unpack/handle/maneuver/ship/receive up to 80 pound boxes and cases that contain individual items weighting up to 50 pounds.
- Ability to take on increased responsibilities
- High School Diploma

The Chosen Candidate Will Enjoy:

- A sound and well-established company
- A healthy work environment
- A balance of work, life, and family
- A competitive salary with excellent benefits:
 - Medical, Dental, and Vision Insurance
 - HRA and FSA
 - Life, A.D.&D, Short-term Disability, Long-term Disability Insurance
 - 401k Match and Profit Sharing
 - Educational Assistance Program
 - Paid Time Off (PTO)
 - Unpaid Time Off (UTO)

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Apply through NC Works Job #: 11988456. www.ncworks.gov