

**Hutchinson Manufacturing, Inc.**, a premiere custom metal fabrication company is currently hiring a **Sales Administrative Assistant**.

This position will be responsible for:

- Supporting sales managers and sales coordinators by retrieving customer requests for quotations, assembling all necessary specifications and documentation
- Typing, filing and tracking estimates & customer sales.
- Maintaining accurate quote log records.
- Assembling all contractual data for internal review and processing of purchase orders.
- Recording and filing copies of quotations & orders received.
- Receiving, communicating and compiling customer feedback for various management reports.

**Required Qualifications:**

- One year certificate from college or technical school; or three to six years of related experience and/or training in manufacturing customer service
- Able to read and interpret technical documents
- Good communication and interaction skills
- Microsoft Office skills

HMI is a stable, family owned business that has been in business since 1953. We are proud of our outstanding reputation for being a premiere custom metal fabrication shop serving the energy, industrial, nuclear and defense industries. We have 100,000 square feet of manufacturing space and can perform virtually all fabrication, machining and finished assembly processes on campus. We employ some of the most highly skilled quality personnel, welders, machinists and production operators that are capable of producing highly sophisticated products. We are continually expanding our operations and sales, which have allowed us to invest in the latest state of the art machines. We offer our employees a generous benefits package, tuition reimbursement, 401(K) and the opportunity to be employed by a company that cares about its employees and their success. **If interested please apply on-line at [www.hutchmfg.com](http://www.hutchmfg.com)**