



## **Industrial Tech Services, Inc.**

321 TRIPORT RD, P.O. BOX 490, GEORGETOWN, KY. 40324 / 502-863-4941 / FAX 502-863-5173

### **Sales & Trade Representative PE Division**

Industrial Tech Services, Inc. has a position open for a professional Sales and Trade Representative to join our team in Georgetown, KY. Great opportunity for professionals with entry-level sales experience that are seeking opportunities to learn project coordination, business sales, etc.

The Sales and Trade Representative will ...

01. Develop and create quotations for new business operations and opportunities.
02. Establish and apply purchase contract terms.
03. Meet and maintain all schedules, deadlines, milestones, and phases.
04. Communicate directly with customers and suppliers to assure business contracts are issued and completed.
05. Develop and communicate with customers that pricing models are successfully accomplished.
06. Generate sales and cost summaries to report to management – to include the review of sales and cost and forecast reports.
07. Translate reports and other information to English and Japanese
08. Manage and oversee the shipment of the assigned project.
09. Experience with MS Office

Additional Responsibilities:

01. Create and issue PO and invoices utilizing the management ledger.
02. Oversee the sales and trade functions within the group assigned.
03. Meet with customers and vendors to familiarize them ITS' mission and operations.
04. Manager accounts payable and accounts receivable of assigned project.
05. Must have flexibility in communicating with international customers/vendors.
06. Site visits with clients/vendors as needed.
07. Assist with the Import/Export customer clearance process – assigning codes and data input.
08. Perform other related functions as required.
09. Knowledge of NAV system is preferred.
10. Excellent written and verbal communication skills. Japanese verbal and written skills a plus.

Submit resume to [ewilson@itslex.com](mailto:ewilson@itslex.com) to learn more about the position!!