

JOB TITLE: Sales Correspondent

For nearly 50 years, Aqua-Aerobic Systems has provided thousands of customers with adaptive treatment solutions in biological processes and filtration for both water and wastewater applications. Our knowledge and expertise in applied engineering and manufacturing allows us to provide highly efficient and cost effective technologies that require less energy, less maintenance and provide a low cost of ownership over the life of the plant.

As a leader in the water and wastewater treatment industry, we are growing and have a number of exciting positions available right now, including a **Sales Correspondent**, located in Loves Park, IL.

JOB SUMMARY

Reporting to the Application Engineering Manager, the Sales Correspondent will assemble requested information for Sales Reps and Engineers for projects. Coordinate schedules for designs. Target projects in database to maintain project status and activity. Coordinate with other departments in preparing plans and specs for customer bid documents.

Aqua is seeking dedicated, hardworking individuals who assume full ownership of their tasks and deliverables. Our organization values commitment to excellence, customer service, strong work ethic, and willingness to support team members as required for the overall success of the business.

JOB RESPONSIBILITIES

1. Communicate with Sales Representatives on new and existing projects.
2. Assemble information as requested by Sales Rep. Engineer for specific projects and coordinate schedule for designs.
3. Enters/establishes/updates projects in Vantage, APD, electronic project file and file archive to maintain project status and activity.
4. Coordinate with Cost Estimating, PAEs and Product Management in preparing Aqua's plans and specs for insertion into customers bid documents.
5. Prepares and distributes customer plans and specifications for review by Cost Estimating, PAEs, Contract Admin and Product Management utilizing Adobe Shared Review.
6. Coordinate with Engineers or City offices to order plans and specifications for Aqua's use in reviewing and/or preparing to bid a project. Follow-up receipt of documents.
7. Assist Contract Administrator when needed in preparing bid documents for transmittal and other duties as required.
8. Distribute department mail.
9. Other duties as assigned.

MINIMUM REQUIREMENTS

Associates Degree plus a minimum of 2 years of related training and experience or any equivalent combination of training and experience.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements and expectations that may be performed in the job.

EOE/Minorities/Females/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.