



## International (APAC) Sales Coordinator

Highland, IL

**Job Summary:** The International Sales Coordinator has the primary responsibility for coordinating the activities for the Southeast Asia Region with the technical and commercial resources for the company.

**Reports to:** Vice President of Sales

**Essential Duties:**

- Serve as the primary contact for Basler's Distributor network and direct customers in the region.
- Responsible to ensure all aspects of the pre-order process (negotiations, credit approval, open technical issues and all other commercial issues) are complete through the appropriate channels.
- Ensure all necessary communications are coordinated within the organization to ensure the customer base is communicated with properly.
- Communicate commercial policies to the sales channel, including Distributors and direct customers.
- Coordinate special requirements from the customer with internal departments to ensure the product produced is in accordance with customer specifications.
- Interface with Distributors and customers on specific schedule changes and coordinate with technical and sales groups to resolve unforeseen technical and commercial issues.
- Actively pursue improvement activities to the process to increase efficiency and effectiveness of its responsibilities.
- Follow-up to assist on collection of payments and past due amounts as needed.
- Coordinate support for the assigned region with the sales, technical and services teams.
- Schedule and coordinate training sessions with Basler Distributors and customers as needed.
- Schedule and complete semi-annual reviews with the Distributors in the assigned region and provide a report on the reviews to his/her supervisor.
- Travel within the territory as needed (up to 20%).
- Perform other duties as required.

**Requirements:**

- Bachelors in Business Administration or technical degree preferred.
- Relevant experience may be considered in lieu of degree.
- Technical experience with electrical equipment a plus.
- Good written and verbal communications skills.
- Ability to work with a variety of people and circumstances while maintaining a good customer Relationships.
- Good organization skills, and a good sense of urgency.
- Ability to utilize Excel and Word. Familiarization with ERP, CRM software and quoting tools are necessary.
- Ability to travel if needed.



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**Contact:**

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

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Human Resources  
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