



JOB DESCRIPTION FORM

Job Title: OEM Account Coordinator
Department: Strategic Value Chain
Reports to: Director - Strategic Value Chain
FLSA Status: Exempt Non-Exempt
Pay Group: Hourly Non-Exempt Salary

Job Duties / Responsibilities:

- Develop and manage relationships with key individuals in OEM organization.
- Identify and develop opportunities to grow both the revenue and relationship of the Account and PGI.
- Coordinate with other PGI functions and departments such as sales, operations, technical support and engineering to ensure Account issues are addressed in a timely manner.
- Manage and maintain all global contracts and pricing agreements with the Account including both the initial implementation of new contracts and the periodic update of long-term contracts.
- Coordinate and present new bids to the Account as well as coordinating the timely start up and transition of new business to PGI organization.
- Review, manage and present KPI's to both the Account and PGI.

Experience / Skill Requirements:

- 5 years plus of experience in Supply Chain and/or Sales.
- Excellent communication skills both written and verbal.
- Strong interpersonal and relationship skills.

Education Requirements:

- College degree preferred.

Work Conditions:

- Office with some Domestic and International travel required.

Ruby Pearson

Human Resources

7/11/2011

Date