

**JOB TITLE**      Manager of Quotations  
**LOCATION**        Englewood, CO  
**EDUCATION**    Bachelors Degree with technical emphasis or equal job experience.  
**EXPERIENCE**    At least 3 year(s)

### **DESCRIPTION**

Teledyne Monitor Labs, a business unit of Teledyne Technologies Incorporated (NYSE:TDY) is seeking a Full Time Manager of Quotations to be located in our Englewood, CO location.

Working Manager responsible for preparation of Instrument, Systems and Software quotations and the processing of these orders. Provides the interface between outside sales and the company. Provides the interface between Sales and the other internal departments. Maintains the quotation system, information system and infrastructure.

As a member of the Teledyne Monitor Labs team the responsibilities of this position include but are not limited to:

- Proactively interact with outside sales, systems, service, software services, production, accounting and others to provide good communications between these parties.
- Receive, log, scope, and assign all requests for quotations, questions, quotes, and related documentation including the individual preparation of quotations themselves.
- Schedule quotations to ensure that TML responds in a timely manner to RFQ's. This includes necessary interdepartmental scheduling to ensure due dates and commitments for quotations are met.
- Operate and support the CRM system as it relates to quotations and continually improve the CRM system and the quotation process.
- Prepare and submit instrument, systems, and software quotations.
- Obtain necessary signature authorization prior to submittal to customer.
- Track and report on status of outstanding quotes.
- Ensure that proposals are technically and commercially accurate.
- Responsible for reviewing customer RFQ and identifying unacceptable terms, conditions and risks and negotiating acceptable compromises.
- Complete and respond to vendor qualification forms.
- Act as Contract Manager as needed.
- Maintain and issue price lists (Domestic & International).
- Attend and provide input to SIOP meetings.
- Acts as liaison with customers, sales reps, distributors, etc. with regard to quote status, products and services offered by the company.
- Provides support to sales staff with regard to company procedures, development, and product changes.
- Responsible for developing quality standards for department(s), planning for training for management staff in quality system policy, and being ultimately accountable for the quality system goals and objectives of the department(s).

### **SUPERVISORY DUTIES**

Supervise quotations engineers. Keep job descriptions up to date. Recruit staff as necessary and provide performance reviews.

### **KNOWLEDGE/SKILL/ABILITY NECESSARY FOR ESSENTIAL DUTIES OF JOB**

- Use of a computer and WINDOWS. Working knowledge of Word, Excel and Access.
- Strong organizational and communications skills – written and oral.
- Technical understanding of products and applications.
- Experience in sales and with terms and conditions of sale and contract language.

**EDUCATION/FORMAL TRAINING NECESSARY FOR ESSENTIAL DUTIES OF JOB**

BS or BA with technical emphasis or equal job experience. Masters degree in Business Administration preferred

**EXPERIENCE NECESSARY FOR ESSENTIAL DUTIES OF JOB**

Minimum 3 years of experience in the sale of technical products.

**PHYSICAL ACTIVITIES (DESCRIBE PHYSICAL REQUIREMENTS FOR JOB)**

Must be able to work irregular hours when required, including overtime when necessary to meet schedules. Physical capability of computer work.

**TO APPLY FOR THIS POSITION**

Email Resume and Cover Letter to [tml\\_jobsco@teledyne.com](mailto:tml_jobsco@teledyne.com) OR Fax to 303-799-4853.

**LIST "Quotes Mgr" IN SUBJECT LINE.**

**Please contact HR if you need a reasonable accommodation to apply for this position.**