

JOB OPENING

Commercial Products Coordinator- Job #H001

Company: Teledyne Energy Systems, Inc.
Location: Hunt Valley, Maryland
Status Type: Full Time
Department: Commercial Products
Clearance: No
Work Week: Monday – Friday

Education & Experience:

BA/BS Degree in Business / Engineering, AA Degree with 2 years experience or a HS Diploma and 6 years experience. Strong computer skills, MS Word, MS Excel (including design and set-up of moderate to complex spreadsheets) and data base programs to generate reports, MS Outlook (both calendar and e-mail), MS PowerPoint. Must possess good written and oral communication skills, be accurate and detail oriented and be able to multi task and respond to short turn-around deadlines. Must have the ability to effectively communicate with both internal and external foreign customers. Must be a self-starter and self motivated. Must be highly organized and able to track multiple assigned tasks in a fast paced ever changing environment. Knowledge of marketing/sales and/or MS Access a definite plus.

U.S. Citizenship required for data access

Work Description:

Provide customer support services to include data entry, quote processing and completion of export transaction checklists. Respond to customer inquiries and requests for information. Provide administrative support to Commercial Products group including sales support, meeting coordination, quotations, proposals, contracts and requisition orders, maintaining departmental records and supporting budget preparation and expense tracking.

For consideration send resume and salary history, noting position desired, to:

Teledyne Energy Systems, Inc.
Attn: Human Resources - Job # H001
10707 Gilroy Road
Hunt Valley, MD 21031
Fax: 410-771-8620
E-mail: resumes03@teledynees.com

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