

## **NOW HIRING!**

Inside Sales/Cost Estimator



### **SUMMARY**

The Inside Sales Representative supports GPMI's customers by generating quotations for products while providing excellent customer service and follow up. This position serves as a key GPMI contact for our customers and involves interaction across most all internal departments of the company.

### **COMPETENCIES**

- Technical Capacity
- Advanced Organizational Skills
- Customer Service Focused
- Advanced Computer Skills
- Strong Communication Skills

### **HOW YOU ADD VALUE**

- Develop customer quotations for machined components using GPMI's computer system
- Provide customer service including submitting and following up on quotes, keeping customers informed on order status, and responding to customer inquiries
- Communicate with customers regarding incoming quote requests, including gathering and clarifying all necessary information to provide an accurate quotation
- Interact with production, processing and engineering personnel in support of customer needs
- Follow up on quotations to secure business and collect customer feedback
- Record, investigate, trouble shoot and coordinate corrective actions for customer complaints
- Inform management of any new developments with customers that may affect GPMI's business
- Travel as necessary
- Read process sheets, blueprints and sketches of parts to determine machining to be done, dimensional specifications, set up and operating requirements

### **KNOWLEDGE & SKILLS**

- Knowledgeable of CNC and manual machines used to manufacture tooling
- Positive and professional attitude
- Knowledge of manufacturing process
- Familiarity with CAD programs, such as 3D Modeling software/CNC programming
- Advanced problem-solving skills (Design of Experiments, Root Cause Analysis, 8D, 5Why)

### **EXPERIENCE & EDUCATION**

- High School Diploma or GED
- Minimum 5 years related experience in CNC Machining

## **BENEFIT PLATFORM**

- Competitive Compensation
- Excellent Medical, Dental, Vision & Life Insurance
- Flexible Spending Account
- Child Care Spending Account
- Short Term Disability
- Recognition Awards

## **WE CARE ABOUT YOUR FUTURE**

- 401k Plan and match incentives
- Employee Development Plans/Mentorships
- Educational Seminars

## **WE CARE ABOUT YOUR LIFE OUTSIDE OF GPMI**

- Vacation, Bereavement and Civil Responsibility compensation
- Paid Holidays
- Wellness Screenings
- Employee Assistance Program
- Employee Discount Programs

## **WE CARE ABOUT YOUR SAFETY AND THE ENVIRONMENT**

- Lean, Sustainable and Environmentally friendly environment
- Safety Preparedness Instruction

## **GPMI IS A PREFERRED PLACE TO WORK**

- GPMI's reputation as a stable diversified contract manufacturer for over 40 years
- A mid-sized company so we know your name and recognize your achievements
- Multi-generational and culturally diverse workforce
- Community involvement and corporate sponsorships Life-long learning and educational opportunities
- A balance of a tenured workforce and new talent

## **ABOUT GEMINI PRECISION MACHINING**

GPMI, a Gemini Group company, is North America's leading supplier of forge tooling. We are not another CNC machine shop. WE ARE FORGE TOOLING SPECIALISTS. This means forging companies count on us for the design, manufacture and repair of all-things-forge-tooling related, including: impression dies, press dies and punches, die holders, rams, sow blocks, bolsters, anvils, grippers, trim tooling and so much more. To that point, we count it a privilege to walk the forging floor alongside our customers, working side-by-side to tackle their toughest tooling challenges. We are Forge Tooling made in the USA.

## **ABOUT GEMINI GROUP**

- Gemini Group has 1,400+ team members (one of the large employers in Michigan's "Thumb")
- 600 million+ components and assemblies sold and shipped annually
- 400+ customers
- 17 locations throughout US and MX
- Michigan based and always will be
- Privately held...not private equity. We're in it for the long haul.

**So, are you ready? Are you ready to join Gemini Precision Machining's winning team? Admittedly, any decision to make change is not without risk. As such, maybe it makes sense for us to have some discussion around fit? At the end of the day, you'll know more about us...and we'll both know whether or not this is the right fit. Either way, a great way to get the conversation rolling is by applying.**

**Apply by emailing your resume to:**

[jignash@geminigroup.net](mailto:jignash@geminigroup.net)

**Visit our website to learn more: [www.geminigroup.net](http://www.geminigroup.net)**