



"At the Heart of What Drives Your World"

**Regal Beloit Corporation** is a publicly owned corporation (NYSE: RBC) with operations worldwide. Regal Beloit is a leading manufacturer of electrical and mechanical motion control and power generation products serving markets throughout the world. Annual sales exceeded \$2B in 2008. Regal Beloit is headquartered in Beloit, Wisconsin, and has technology, manufacturing, sales, and service facilities throughout the United States, Canada, Mexico, Europe and Asia.

Regal Beloit has been listed as one of "America's Best-Managed Companies" on *Forbes* magazine's 400 Best Big Companies list (January 2007), and as one of "America's Fastest Growing Companies" in *Fortune* magazine (September 2007).

**Job ID:** 10-543

**Job Title:** Regional Sales Administrator

**Location:** Grafton, WI

**Responsibilities:**

- The Regional Sales Administrator will be the communication focal point for an assignment of key customer account packages. Primary responsibilities include internal advocacy on behalf of the customer, order analysis, and responding to all customer requests and resolving customer issues promptly.
- Analyze customer requests for price quotations to determine which of our capabilities fit while considering competitive/market price, potential volume, cost to manufacture, manufacturability, return on investment, and account payment history
- Costing of Custom Products for Distributor and OEM Accounts
- Provide detailed quotes including tooling expenditures and terms & conditions
- Provide product and systems technical support
- Review, evaluate, and enter incoming prototype and first production orders
- Establish and maintain an effective working relationship with both internal and external customers.
- Implement Price Increases direct to customers and through our ORACLE computer system
- Research and approve credits/debits and check deductions
- Approve and track Sales Return Goods
- Participate in internal customer visits.

**Required Qualifications:**

- B.S degree in Business (or similarly related field) or minimum of 3-5 years of industry experience required
- High-energy, self-motivated, individual capable of multi-tasking in a fast-paced team environment.
- Skilled at establishing and executing priorities
- Demonstrated Customer Advocate, Results-oriented, Process improvement focused
- Excellent organizational, verbal, and written communication skills
- Strong Microsoft office and PC skills with ability to analyze data and maintain Excel spreadsheets
- Past experience working in Oracle 11i or similar ERP software

**Desired Qualifications:**

- Lean Six Sigma Green Belt Training or Certification with ability to employ Six Sigma tools for process improvement.
- Experience with OEM customer account management
- Knowledge of HVAC industry
- Open to travel

**Relocation Available:** No

To apply, please send resume and salary requirements to: [HRGrafton@regalbeloit.com](mailto:HRGrafton@regalbeloit.com)

Our organization is committed to the employment and advancement of minorities, females, individuals with disabilities, and veterans. If you fall into one of these protected classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan by completing the self identification form that can be found on our website, filling it out and emailing it with your resume. You may inform us of your desire to benefit under the program at this time and/or any time in the future. Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence, will be maintained in a separate file, and will not be used in a manner inconsistent with the Acts.