

Full Job Description

Inside Sales Coordinator

Build your career at Royal Metal Powders, Inc

Royal Metal Powders Inc. is a wholly owned subsidiary of American Chemet Corporation. RMP manufactures metal-based powders and products that are used to Move, Shelter, and Feed the World. In application, our products reduce greenhouse gas emissions, make industries more efficient, reduce waste, and make products more enduring. We do this for the benefit of our Customers, Industries, Communities, Employees, and Shareholders.

Core Values

Safety: No one gets hurt on our watch including the environment. EVER!

Integrity: We keep the commitments we make.

Reliable Partner: We take actions required to exceed our customer expectations.

Innovation: We continuously improve our processes and seek new ways to grow.

Teamwork: We look for ways to support each other without being asked and trust our team members.

With our commitment to continuous improvement, RMP has continually grown over the last 10 years. We rely heavily on employee feedback and suggestions to find new, creative ways of meeting our customers' quality needs and expectations. Employees are expected to become engaged in their work and continually look for ways to improve. Currently, we are looking for an **Inside Sales Coordinator**.

JOB SUMMARY: Plans, organizes, directs and controls the activities associated with the RMP sales.

ESSENTIAL FUNCTIONS:

Sales Administrative Support:

- Assist sales staff with copper hedge, price quotations, and customer communication to include order acknowledgement, pricing confirmation, and logistics
- Process all sales orders
- Process all sales documents and enter data in system
- Works in coordination with corporate sales office for all export orders
- Manage open order log and ship log
- Maintain customer files with appropriate order documentation
- Assist with sales reports
- Attend sales meetings as required
- Assist in sales budget as required

Accounting:

- Work in close coordination with accounting department to ensure that RMP transactions are processed accurately and in a timely manner.
- Back up to accounting function at RMP.
- Assist with monthly inventories at RMP and Smoky Mountain Metals.

General Office:

- Back up to Office Manager
- Assist RMP President with projects as assigned

JOB QUALIFICATIONS:

- BS Degree in Business or related field preferred
- Minimum of 5 years of Office Administration experience to include sales and accounting
- Sound administrative, management, communication and people skills
- Good critical thinking and interpersonal skills, organizational abilities and strong attention to detail
- Knowledge of Microsoft Office computer software to include: Outlook, Excel, Word, PowerPoint

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance

- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Full Job Description

Manufacturing Operator - \$2,000 Sign On Bonus

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Responsibilities include:

- Pulling, packaging, screening, shipping, and receiving RMP product
- Collects, prepares and blends materials as detailed on production work orders
- Foundry operation
- Forklift operation
- General warehouse maintenance
- Powdered Metal Operation

Preferred attributes:

- Strong organizational skills
- A mechanical aptitude
- Ability to keep a clean and safe work environment
- Good math skills
- Basic computer skills

Qualifications for this position include:

- High school diploma or equivalent
- Driver's license
- Ability to pass a physical, drug screen, and background check

We offer:

- Starting wage of \$15.50 per hour
- Two personal days after successful 90 day probation period
- Scheduled performance reviews
- Paid Uniforms/laundry
- Paid Lunch Time
- Paid life insurance
- Paid vacation days
- Paid sick days
- Paid holidays
- Single and family coverage health insurance
- 401(k) with 6% company matching funds
- Flexible spending account (Health/Dependent Care)
- Dental insurance
- Drug and alcohol free workplace
- Birthday Holiday
- Shift Differential Pay
- Tuition Reimbursement

Full Job Description

Warehouse Coordinator

Salary \$36,000-\$44,000

Monday-Friday 7am-4pm, or as needed.

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This is a first step salary position leading to progression in the supervisor ranks of Royal Metal Powders.

Supervises general manufacturing operators.

This is a working position.

Continuous monitoring and operation of equipment and manufacturing processes that create and refine copper powdered metals. Controls the warehouse of WIP and shipping of finished goods. Inventories the warehouse. Orders consumables, plans and coordinates with Sales the manufacture and shipping of finished goods. Responsible for open order scheduling. Packs customer product. Learns Air and Water Blending Operation.

ESSENTIAL FUNCTIONS:

- At least 2 years of experience in manufacturing or warehouse environment
- Supervises Hourly employees
- Monitors open orders, pulls orders and gives lot numbers to management
- Pulls customer orders together in order to ship on time
- Responsible for inventory control for all of the warehouse
- Prints labels, orders labels, orders pails, drums, raw materials, etc.
- Packs out customer orders
- Repackages all special orders
- Works with Sales on getting last minute orders together and produced
- Responsible for monthly yield calculations for sprays and finishing
- Cross Trains in Blending, Premix, Air and Water Blending
- Builds and prints all blend sheets and labels
- Assists in training of other team members in all of the above duties and responsibilities
- Provides and logs in samples of finished material for lab testing
- Collects, tests and logs in-process sample requirements
- Operates and maintains production test equipment
- Performs other duties as may be assigned
- Promotes a team environment and ensures the safe and proper operation of all equipment
- Exhibits mutual trust and respect towards colleagues, peers and customers
- Displays awareness of our collective social responsibilities
- Demonstrates understanding and knowledge of RMP Core Values:

Safety, Integrity, Reliable Partner, Innovation, Teamwork

JOB QUALIFICATIONS:

- High School Diploma required
- Associates Degree in a Technical Field, Mathematics or Business and at least 2 years' experience
- Proficient in Excel and Word

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance