

# G-TEM

## Commercial Associate

Engineering receive and review all data supplied by OEMS's. Parts not manufactured by G-TEM are classed as Bought out Parts and are sourced via the Purchasing Department, engineering should break down this information and submit and RFQ to Purchase to submit to the relevant Suppliers.

## Commercial Associate Job Description:

### RFQ quotation process – Pre Nomination

- Receive RFQ data from Engineering, review data to ensure there is enough content to enable suppliers to quote.
- If no information is available from engineering assumptions need to be made to obtain a quotation, i.e. material grade, thread pitch, finish.
- Use Workxplorer to access 3D files to be able to supply further information to suppliers.
- Update tracker with RFQ submitted
- Progress chase the prices to target return dates in line with Engineering/Commercial requirement dates.
- Receive pricing back from suppliers, calculate Delivery costs & DLF costs where necessary and submit pricing back to Engineering & commercial team.
- Update tracker with supplier pricing.
- Evaluate pricing and supply to Engineering/Commercial.

### New Project Support – Post Nomination

- Review finalised BOP/Coating package for the New Model project.
- Liaise with Engineering, New Model and Project to ascertain BOP new Model requirement and timeline for trials & mass production.
- Use QAD to raise trial orders, Progress chasing orders to meet New Model requirement dates.
- Support in the nomination process for Mass production ordering
- Support in updating the Price List and Purchase Orders on QAD.
- Support in the shop floor line fill schematics. BOP to cell requirement, using the structure book and liaising with Engineering/New model to obtain information.
- Support with the handover of New Model business to Logistics for ongoing schedules and ordering.
- Benchmark and arrange transport for Ex Works Bought out parts.
- Submit IMDS requests to suppliers and provide feedback to Engineering.
- Support Quality with PPAP requirements.

## General Function

- Field phone calls and emails from suppliers/Engineering team.
- Support in the day to day procurement of the department.
- Support Finance with any invoice queries that may arise, Raise PO's for transport.
- Update Supplier accreditations when they expire, ISO/TS etc.
- Support in supplier visits/Audits.

## Package

- Competitive salary based on experience
- 37.5 hour week – Monday – Thursday 08.00am – 16.30pm Friday 08.00am to 15.30pm
- Paid overtime
- Uniform provided
- Free parking
- 25 days holiday per annum + 8 bank holidays
- Potential to develop within the business