



Job Title:	Assistant Coordinator
Division:	Aerospace

### **JD For Assistant Coordinator.**

- Process & Sort SOS sheet float RFP on ILS.
- Direct RFP floating to vendors review offer received .
- Request clarifications on offer and update x/s with offers and discuss mark-up with management.
- Submit Bid on DIBBS portal and update Bid Report.
- Pre-award Query - Request Vendor & Customer.
- Float RFP on parts base and master creation of Item/Customer/Vendor/Contact.
- Create and update opportunity and request for label.
- Make Quotation for Standard and Non- Standard.
- Resubmit quote with requested changes.
- Commercial queries - Request Vendor respond to Customer.
- Review & submit sales quotation and if any changes then request for changes in sales quotation.
- Fill Customer Price Bid Form and fill Vendor terms form.
- Review for any discrepancy Sales Order and request for Contract Modification.
- Co-ordinate with US Office for shipment details & QAR for Origin Inspection.
- Proforma Invoice for Advance Payment, Invoice for Letter of Credit.
- Co-ordinate with Accounts Team for Security Deposit / Performance Bank Guarantee.
- Attend Advancement of technical knowledge sessions, training-Attend Advancement of technical knowledge sessions.
- Book PO on Vendor and Negotiate with Vendor for credit terms.
- Follow-up for Contract Modification, Vendor Follow-up, quote status with Customer, PO acknowledgement and Shipment with M&M Packaging.
- MIS reports i.e. Download & analyse Customer award list, Monthly Export license report, Order status report for Customer visit, Monthly Samples log report, Monthly Order report, Monthly Billing report and Weekly summary report.
- General work related to principal visit, Principal Catalogues, Create Interactions in ERP, Paperwork filing, Create/Release Newsletters.
- Documentation work on AS9120/ISO Certification.