



**Position Title:** OEM Sales Representative  
**Department:** OEM Sales  
**Location:** Schaumburg, IL  
**FLSA Status:** Exempt

## General Position Summary

The **OEM Sales Representative** is responsible for leading sales and marketing activities related to Original Equipment Manufacturer (OEM) products. This role is key to managing customer accounts, developing sales forecasts, preparing quotes, issuing sales documentation, and identifying new business opportunities. The OEM Sales Representative works closely with internal departments—such as engineering, production, and quality—as well as external partners and vendors, to ensure alignment with customer needs and company goals. Strong communication, analytical skills, and cross-functional coordination are essential for maintaining high levels of customer satisfaction and supporting long-term business growth.

## Essential Job Functions

### Sales & Marketing (70%)

- Develops and executes sales strategies aligned with company goals.
- Prepares forecasts and budgets on a monthly and quarterly basis.
- Conducts presentations and provides cost-based quotations to customers.
- Manages sales documentation including purchase orders, invoices, and inventory tracking.
- Monitors market trends, exchange rates, and competitive activity to inform pricing and product strategy.
- Coordinates with global affiliates and suppliers to ensure timely production and delivery.
- Supports contract review and negotiation processes.
- Identifies opportunities for local sourcing and manufacturing.

### Technical & Quality Support (20%)

- Liaises with engineering to address product modifications and customer feedback.
- Supports quality assurance efforts, including PPAP documentation and audit readiness.
- Assists in resolving product quality issues and coordinates defect investigations.
- Facilitates communication between customers and factories on technical matters.

## **Qualifications**

### **Education:**

- Bachelor's degree in Business, Marketing, Engineering, or a related field required.
- Technical background (e.g., mechanical or electrical engineering) is a plus.

### **Experience:**

- 3–5 years of B2B sales experience, preferably in the automotive, powersports, or related OEM manufacturing industries.
- Experience working with cross-functional teams including engineering, quality, and production.
- Familiarity with OEM sales cycles, product development timelines, and supply chain coordination.
- Experience working with international suppliers or customers is a plus.

### **Skills & Abilities:**

- Excellent communication, presentation, and relationship-building skills.
- Strong analytical skills with the ability to interpret technical information and customer requirements.
- Proficient in Microsoft Office Suite (especially Excel and PowerPoint); experience with ERP/CRM systems preferred.
- Detail-oriented with strong organizational and time-management skills.
- Ability to work independently while collaborating across departments.

### **Other Requirements:**

- Knowledge of OEM industry standards such as PPAP, ISO 9001, or IATF 16949 is preferred.
- Willingness to travel domestically and internationally (approximately 10–20%).
- Bilingual (e.g., Japanese/English) skills are a plus due to coordination with overseas affiliates.