

Quote Coordinator

Bondhus Corporation, a worldwide leader in the hand tool industry (Hex & TORX® products), has been manufacturing tools for more than 50 years in our Monticello, MN headquarters. We pride ourselves on innovative tool design & proprietary manufacturing processes to produce professional hand tool products backed by an unconditional lifetime warranty. Bondhus is experiencing incredible growth allowing us to add more outstanding employees to our already exceptional staff! Our average employee has over 15 years of service at Bondhus with secure sustained employment; we've never had an employee lay off in our history. Employees work in an environment based on continuous improvement, open communication & accountability, with cross-training & advancement opportunities. We are looking for the right individuals interested in joining our team as we continue to engineer & create the highest quality products in our industry.

Our northwest suburban location offers an easy commute, small company feel, flexible work hours, 10 paid holidays, vacation pay, profit sharing & many other great benefits. This is more than a great job...it's a great place to work. Visit us at www.Bondhus.com to learn more.

This position reports to the Manufacturing Manager & works closely with production to create custom products for customers. The ideal candidate will have project management & machine manufacturing skills/experience including:

- Professional communication with customers to quote orders, receive & input orders, & updated order status
- Working with production to create products including creating prints for customer approval
- Coordinating work between departments for quality & timely completion
- Operating & maintaining machines used in production & assembly of custom products
- Measuring parts routinely during production to maintain compliance with prints and specifications
- Accurately input & maintain data into systems

- Managing projects from quote to completion to ensure accurate & timely delivery to customer

Qualifications:

- HS diploma plus 1+ years additional advanced training involving specialized techniques and 5-7 years machine operator experience or equivalent
- Excellent communication/negotiation skills
- Blueprint reading, measuring instruments
- Organizing, planning and prioritizing skills
- Basic PC operation, Word and Excel skills
- Bending, standing, lifting 60 lbs

Bondhus employees are provided 10 paid holidays, vacation pay, ESOP options, & profit sharing. Off-shift employees receive a 25% shift premium & 2 extra weeks of vacation. Other standard benefits offered include health insurance, dental insurance, short term disability insurance, life insurance, flex spending plan, AFLAC policies, & 401(k).

To apply, please email your resume to recruit@bondhus.com.