



Assistant Business Manager

Taylor Devices, Inc. (TDI), located in North Tonawanda, NY, is a leading designer and manufacturer of seismic and wind dampers, and a range of hydro-mechanical energy management products. TDI offers a wide variety of specialized products to a diverse customer base. Our sales revenue is split between structural and aerospace/defense applications. We are currently looking to add an Assistant Business Manager to our Business Development and Sales Team. The successful candidate will be an employee of TDI and will be compensated through a negotiated salary and incentive plan.

The successful candidate will report to the Business Manager of Aerospace and Defense Sales and work within the Business Development and Sales Team.

Essential Functions

- Account management of Industrial and Aerospace & Defense product line(s) from applications assessment through product quoting, order entry, order management and customer service.
- Oversee the preparation and revision of quotes that involve the purchase of goods and/or services.
- Establish pricing and lead times through historical data and prior performance.
- Manage contracts, conduct negotiations, and play a support role in proposal generation.
- Oversee contract planning and administration of sales orders to all applicable departments.
- Prepare contract briefs and revisions.
- Prepare sales order change notices including the reporting and status of deliverables to the customer.
- Prepare and disseminate information to appropriate employees regarding contract status and facilitate contract meetings.
- Perform contract review and ensure that contracts are compliant with known legal requirements, customer specifications, and government regulations.
- Ensure authorizations and contractual commitments are communicated to all relevant parties.
- Support negotiations of Terms and Conditions under supervision of Business Manager of Aerospace & Defense Sales.
- Support government and customer portals to respond to any inquiries and ensure contracted items are addressed.
- Maintain a detailed forecast for the Aerospace and Defense market through CRM management.
- Maintain review records of Terms and Conditions and flow down clauses.
- Track contacts, leads, and opportunities through CRM management.

Requirements

- Bachelor's degree in business, logistics or related field is required.
- 2 years of administrative experience is preferred.
- Experience in negotiating contract terms and conditions with customers in the Aerospace and Defense market.

Salary: \$ 65,000 to \$ 90,000 annually *

**The base pay range represents the low and high end of the Taylor Devices pay range for this position. Actual salary will vary depending on many factors such as skills, experience, certifications, and performance. The rate listed is just one component of Taylor Devices' total compensation package for employees. Other compensation may include a bonus, employee stock purchase plan, paid time off policy, competitive 401K plan with enhanced matching program, and many other benefits.*

Benefits upon Permanent Hire

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Company Paid Life Insurance, Voluntary Life Insurance, Voluntary Short-Term Disability, Voluntary Long-Term Disability, Company Bonus Plan, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Paid Time off, On-the-job Training, Employee Assistance Program, PPE Reimbursement, Company Referral.