



# Senior Customer Account Coordinator (Monday-Friday 10:30AM-7:30PM)

Contact: ROCKWELL COLLINS

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[https://al-jefferson.countybuyselltrade.com/jobs/senior-customer-account-coordinator-monday-friday-1030am-730pm\\_cedar-rapids\\_64532](https://al-jefferson.countybuyselltrade.com/jobs/senior-customer-account-coordinator-monday-friday-1030am-730pm_cedar-rapids_64532)

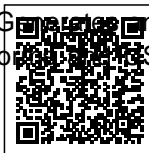
Address:

Cedar Rapids

Price:

Check with seller

DetailsApplyRequisition ID: 11819 Want to work with some of the most talented, dedicated people on the planet? Do you value relationships, commitment, innovation and integrity? Want to be a part of a company that has been named numerous times as America's Best Employer in Aerospace and Defense by Forbes magazine? Then Rockwell Collins is the place for you. Join our team and build a rewarding career while helping to deliver the most trusted source of aviation and high-integrity solutions in the world. We are currently searching for a Senior Customer Account Coordinator (Monday-Friday 10:30AM-7:30PM) to join our team in Cedar Rapids, IA (1000). Employing some of the most talented, dedicated people on the planet is not by chance. People from all over the globe choose Rockwell Collins as the place to build a rewarding career, while helping create and deliver communications, integration, and engineering solutions that our global customers demand so that our world keeps moving and stays connected. It's an exciting time to become a part of our team. Join us and discover how high your career can soar at Rockwell Collins. Job Summary; The Customer Account Coordinator is the principal customer contact for all orders and administration of customer sales orders, related information and processes from contract award through closeout and archive of the sales order. The Customer Account Coordinator performs a variety of simple to complex sales order entry and order administration support activities for customer accounts. The role requires expert knowledge of SAP Sales & Distribution Module and working knowledge of other computer tools. Assignments involve the understanding of and the application of departmental procedures and workflow activities. The Customer Account Coordinator works to align available inventory with the sales order line items to ensure that deliverables are shipped and invoiced as required by Rockwell Collins and the customer. Job Responsibilities; Substantial understanding of the job and applies knowledge and skills to complete assigned tasks. Works on assignments that are moderately difficult, requiring judgment in resolving issues or in making recommendations. Normally receives little instruction on daily work, general instructions on newly introduced assignments. Maintains customer contact including correspondence concerning sales order status, order changes and billing/receivables questions. Under moderate supervision, create/edit sales orders accurately and efficiently in SAP; create and send order acknowledgements to customer when required. Generate and distribute contract summaries when required. Under moderate supervision, enter customer sales order documentation, such as export license, P-83 forms, and US Govt. Reports, and ensure they are placed in accordance with customer regulatory requirements. Ensure compliance with regulatory requirements.



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