UNIVERSITY OF SOUTHERN CALIFORNIA

Internal Sales Representative - MOSIS

Job Code: 167451

Grade: I
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:

Organizes and manages the business interface between the University’s computer chip fabrication service (MOSIS) and its customers. Contacts potential customers in order to increase MOSIS business. Reviews, negotiates, and approves in-going purchase orders. Prepares special reports and analyses for management.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Organizes and manages the business interface between the University’s computer chip fabrication service (MOSIS) and its customers. [ ]

Provides information about services and technologies offered by MOSIS to customers’ non-technical purchasing staff. [ ]

Reviews, negotiates and approves in-going purchase orders. Contacts customer to negotiate terms and conditions. Matches purchase orders with circuit designs received over computer network. Approves orders and sends to the production group to be processed. [ ]

Solicits potential customers to increase MOSIS business. Identifies and contacts organizations who may be interested in working with MOSIS. Initiates follow-up calls to organizations and individuals who have requested and received product information. [ ]

Assists management with special projects. Researches, gathers and analyzes sales, marketing, cost or purchasing data, etc. Maintains currency with the cost issues associated with each type of Advance Technology Run. Designs and prepares regular and ad hoc reports for management as requested. [ ]

Participates in management meetings to plan marketing activities and strategies. [ ]

Monitors purchase order balances and advance payment accounts. Closes purchase orders and reconciles accounts when orders are complete. [ ]

Prepares invoices for customers and follows up on late payments and deposit checks. Prepares expense transfer requests to bill other University departments as required. [ ]

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time. [ ]

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 Years

**Minimum Field of Expertise:**
Through knowledge of issues involved in processing & negotiating customer orders & managing accounts receivable. Familiarity with integrated circuit fabrication technologies & cost issues. Knowledge of various computer operating systems such as Sun/Unix, VAX/VMS, & Dos/Windows.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Research

**Skills: Machine:**
- Calculator
- Personal Computer

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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