



## BEST IN THE WORLD AT PRODUCT REALIZATION

Plexus delivers optimized Product Realization solutions through a unique Product Realization Value Stream service model. This customer-focused services model seamlessly integrates innovative product conceptualization, design, commercialization, manufacturing, fulfillment and sustaining services to deliver comprehensive end-to-end solutions for customers in the Americas, European and Asia-Pacific regions.

Plexus is the industry leader in servicing mid-to-low volume, higher complexity customer programs characterized by unique flexibility, technology, quality and regulatory requirements. Award-winning customer service is provided to over 140 branded product companies in the Networking/Communications, Healthcare/Life Sciences, Industrial/Commercial and Defense/Security/Aerospace market sectors.

## WE PRIDE OURSELVES ON HIRING THE BEST

Now we are looking for a **Cost Documentation Coordinator** to join our team:

### Your Key Job Responsibilities:

- Job Accountabilities:
- Responsible and accountable for processing all documentation for costing projects.
- Engage with the Costing Team, Business Development, Customer Management and Operations to interface with the customer regarding documentation issues related to the costing process.
- Structure and enter the customer Bill of Material (BOM) into the cost estimating system (e.g. QuoteWin).
- Review Bill of Material (BOM) in-process and completed to ensure no errors were made in processing.
- Work with Component Analyst to provide, confirm and or clarify manufacturer component information.
- Escalate issues to senior management regarding schedule delays, resource priorities, or other barriers to completing the project on time.
- Meet with Costing Project Manager (CPM) to analyze BOM and formulate questions regarding ambiguities or inconsistencies with the customer documentation.
- Escalate issues to senior management regarding schedule delays, resource priorities, or other barriers to completing the project on time.
- Work with Sourcing Engineer to identify the local supplier for all the CEC parts and uploaded it into Quote Win. Attach all the CEC parts drawing, Fabrication drawing and Gerber into Quote Win.

### Your Skills and Qualifications:

- Experience in a similar job or manufacturing environment.
- Excellent verbal and written English is a must.
- Must be self-motivated, capable of working independently and within a team environment and be able to organize others.
- Good computer skills
- Prioritize multiple tasks, meets deadlines and communicates shortcomings to management.