46 Industrial Blvd.
New Castle, DE 19720-2068 USA
+1 302 324 8100
www.dimo.com

Sales Associate

DIMO Corp. is seeking a Sales Associate to support our sales team at our New Castle, Delaware location.

Position Overview

This position focuses on researching aircraft parts, identifying sources of supply, obtaining vendor pricing and availability, and maintaining accurate information in our ERP system.

The Sales Associate works closely with our sales team and suppliers to help develop accurate and competitive customer quotations. This is a good opportunity for someone who is resourceful, detail-oriented, comfortable communicating with vendors, and interested in learning the military and aerospace parts business.

Responsibilities

- Research part numbers and National Stock Numbers (NSNs) to identify potential sources of supply.
- Research product availability, condition, pricing, delivery, and traceability.
- Contact vendors to verify part numbers, condition, price, availability, lead time, and trace documentation.
- Enter and maintain part information, customer requests, vendor quotations, and pricing in the ERP system.
- Identify and develop sources of supply and determine the best potential vendors for specific parts and requirements.
- Build and maintain effective working relationships with vendors.
- Develop and maintain a broad network of suppliers and part sources.
- Support the sales team by providing timely and accurate sourcing and pricing information.
- Train on the customer quotation process and assist with preparing quotes as needed.
- Answer incoming telephone calls, direct calls, take messages, and provide general information to callers.
- Maintain accurate records of sourcing and quotation activities.
- Perform other sales support duties as assigned by the Sales Supervisor.

Qualifications

- High school diploma or equivalent.
- Previous experience in sales, customer service, purchasing, sourcing, aviation, or distribution is helpful but not required.
- Strong research and problem-solving skills.
- Strong attention to detail, particularly when working with part numbers, pricing, and documentation.
- Comfortable communicating professionally with vendors by phone and email.
- Good written and verbal communication skills.
- Basic computer proficiency and the ability to learn and work effectively within an ERP system.

- Ability to organize and prioritize multiple requests.
- Ability to work independently while contributing to a team environment.
- Willingness to learn about aircraft parts, sourcing, and the quotation process.

About the Role

The Sales Associate reports to the Sales Supervisor and supports the sales process from initial customer request through sourcing and quotation. The position combines parts research, vendor sourcing, supplier communication, data entry, and quotation support, with opportunities to develop additional sales responsibilities as experience is gained.