



Rantec Power Systems Inc.
Los Osos, California
Job Description

Title: Accounts Administrator

Date: May 2025

Department: Business Development

FLSA Status: Non-Exempt

Reports To: Account Manager Sr.

Scope

Support the internal administrative functions of our Account Management team. The Accounts Administrator plays a vital role in ensuring accuracy and consistency across internal processes related to RFQs, purchase orders, Salesforce data integrity as well as Customer satisfaction and retainment. This role is fully internal-facing and will work closely with Sales, Engineering, Contracts, and Operations to maintain smooth administrative workflows within the Company.

Essential Duties and Responsibilities

- **RFQ Administration:**
 - Receive and log RFQs from the Account Management team.
 - Coordinate internally with Engineering, Pricing, Contracts, and other stakeholders to compile technical and pricing inputs.
 - Track and document RFQ progress and ensure internal deadlines are met.
- **Purchase Order (PO) Processing:**
 - Review incoming POs for internal completeness, compliance, and consistency with approved quotations.
 - Ensure accurate entry of order information into internal systems.
 - Coordinate with internal departments to confirm processing, schedule alignment, and handoff to fulfillment or program management.
- **Salesforce Administration:**
 - Maintain accurate and up-to-date records of opportunities, quotes, accounts, and contacts.
 - Upload and link supporting documentation (RFQs, quotes, POs, etc.) to appropriate records.
 - Generate internal reports and dashboards to support visibility and decision-making.
- **Administrative Coordination:**
 - Support meeting coordination, action tracking, and follow-up for internal account review sessions.
 - Assist in organizing and archiving documents in compliance with internal procedures.
 - Provide general administrative support to Account Managers and Sales Operations leadership.
- Ability to work flexible hours and/or different shifts, as required.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- Associate's or Bachelor's degree in Business Administration, Operations, or related field preferred.
- 3+ years of administrative or sales support experience in a technical or manufacturing environment preferred.
- Familiarity with RFQ and PO processes, preferably in the defense or electronics industry is a huge plus but not required.
- Strong proficiency in Salesforce and Microsoft Office Suite (especially Excel and Outlook).
- Highly organized, process-oriented, and attentive to detail.
- Strong interpersonal communication skills for internal coordination.
- Ability to support multiple programs/platforms and pivot priorities as needed.
- Knowledge of ITAR a plus.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing, and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.