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# Example of Control Representative Job Description

Our growing company is looking to fill the role of control representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for control representative

* Enters customer purchase orders (such as steel/material specifications, delivery information, pricing, ) into SAP in a quick and error free manner for assigned customer accounts
* Provides efficient, effective repair and inspection of Physio-Control equipment and equipment of designated partners of Physio-Control
* Takes ownership of all territory responsibilities necessary to maintain effective and efficient territory operation
* Responsible for maintaining and development of all business potential
* Acts as a technical consultant for developing and nurturing customer relations, liaison between Physio-Control and the customer
* Anticipates, plans, schedules, educates and fulfills customer requirements in a timely manner
* Provides technical support and assistance to sales, other service territories and corporate as needed
* Manages assigned company assets, including spare parts inventory, service loaners, test equipment, computers and vehicle
* Performs administrative duties to include service reports, contracts, market analysis and special reports
* Provide continuing service to accounts

## Qualifications for control representative

* Applied science degree or equivalent, directly related experience with major emphasis in electronics or biomedical electronics, information technology or the satisfactory completion of a certified technical training program in electronics, biomedical electronics, information technology or equivalent program
* Minimum 2 years’ experience in general field maintenance and repair of general biomedical equipment, IT or closely related field
* Certification in information technology, biomedical management, or process improvement preferred
* Association of Advanced Medical Instruments (AAMI) certification preferred
* Proficient computer skills, , Word, Excel, and Outlook
* Review customer provided welding specifications to ensure compliance to company weld procedures & assist engineering in generating addendums to satisfy customer comments on weld procedures