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# Example of Control Representative Job Description

Our growing company is looking for a control representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for control representative

* Works with accounting department to reconcile Facilities labor hours for inclusion in the General Ledger upload to the University’s mainframe
* Supports the creation of the on-call roster and the notification process
* Prepare & distribute holiday schedules for Facilities Management and coordinate appropriate levels of coverage for business continuity
* Provide information to supervisors, co-workers, and subordinates by telephone, in e-mail, or in person
* Provide records or reports pertaining to activities such as production or payroll to verify details, monitor work activities or performance as needed
* Support training of new Facilities Operations personnel
* Participates in departmental meetings and other University committees as requested
* Serves as an integral member of the university’s plan for disaster preparation and recovery
* Follows and upholds the department’s standard operating procedures
* Position is essential personnel

## Qualifications for control representative

* Some experience on the Airbus A319/320 Family aircraft, the MD80 and B757 preferred
* Inspection, Quality Audit or Maintenance Management experience preferred
* One to Three years experience in medical billing and AR systems preferred
* IDXBAR and EPIC knowledge preferred
* Post-Secondary Diploma required
* Minimum 2 years’ experience preferred in general field maintenance and repair of general biomedical equipment, IT or closely related field