Downloaded from <https://www.velvetjobs.com/job-descriptions/line-specialist>

# Example of Line Specialist Job Description

Our company is growing rapidly and is looking to fill the role of line specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for line specialist

* Communication with terminals, customs, internal departments
* Control invoicing process and follow up on proper collection of outstanding
* Participate in meetings with clients and make sure that all requests are duly addressed
* Maintain Customer Service databases
* Handling reports according to the corporate procedures
* Demonstrates leadership through example, promoting teamwork through effective leadership skills
* Promotes independent decision-making, helps staff maximize strengths and correct/improve weaknesses
* Encourages and promotes development of staff to meet full potential
* Acknowledges and appreciates individual or group efforts and accomplishments
* Assists with personnel functions, including the interview and hire process, performance evaluations, retention efforts, and shared governance

## Qualifications for line specialist

* Payroll (ADP a plus)
* Fully completed NHD, B.Tech or BSc in Chemistry
* Proven laboratory experience with a broad knowledge of analytical procedures and sample preparation
* Knowledge of ISO 17025 and GLP will be an advantage
* Working knowledge of computer networking, formatting and setting up of computers would be a distinct advantage
* A minimum of 5 years experience in a Customer Service and Laboratory Environment