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# Example of Representative, Technical Service Job Description

Our company is growing rapidly and is looking to fill the role of representative, technical service. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for representative, technical service

* Implement and maintain sales orders
* Maintain order status from order entry to invoice reconciliation
* Liaise and support other internal departments as required
* Preparing proposals for customers according to various service packages
* Sourcing technical documentation and responding to specific technical questions for the customer
* Dealing with engineering and technical identifying correct parts
* Co-ordination of delivery of parts to site/jack up vessel with Transport company
* Support on the implementation of working processes for the Spares team
* Periodically, take part in return goods processing to maintain awareness of product problems resulting in and from returns
* Initiate product complaint notices

## Qualifications for representative, technical service

* You are familiar with PU product processing,-applications -formulation technology
* You have an in depth knowledge of a wide range of PU-related products
* You combine the abality to work independently with a flexible, open minded attitude and the ablilty to adapt easily to different evironments
* You have excellent skills in building and maintaining relationships on different levels (up to senior management) within the industry internally
* You are willing to travel on a regular basis in the EMEA region
* Excellent verbal and written communication skills in English, with additional fluency in Japanese preferred