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# Example of Service Commercial Job Description

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

## Responsibilities for service commercial

* Provide telephone cover in line with business hours and departmental requirements
* Responsible for driving the overall execution of the GEHC customer quoting
* May include facilitating customer and opportunity creation in customer/order tracking databases
* Follow up the quotes that have been approved to ensure since order process until rev rec
* Act as key contact and liaison for internal (Sales, Service Delivery, Legal, Marketing, Finance, Engineering, Logistics, ) and corresponding external customers (direct and/or dealers) to ensure on time, high quality quote processing/order fulfillment, contemporary processing of customer related work and customer satisfaction and work closely with all functional areas to resolve technical and process-related issues
* Ability to work minimum 40 hours M-F/ 25.00-26.00 DOE
* A clean MVR is a must
* Review all service related paperwork for accuracy
* Working with the customer and service technician to resolve customer concerns
* Perform on site quality inspections

## Qualifications for service commercial

* Must have excellent project planning and organizational skills to manage multiple projects, tasks and deadlines
* Identify opportunities to provide customers with products and services
* Operate in safety conscious manner at all times while performing job duties
* High School Diploma or equivalent • Able to lift 75 pounds • 2+ years of mechanical and electrical experience • Welding experience preferred • Possess a valid driver’s license
* Bachelors Degree or minimum 10 years’ experience in a Sales and or Operations
* Demonstrable track record including ability to lead and drive change and innovation