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# Example of Technical Service Rep Job Description

Our growing company is hiring for a technical service rep. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for technical service rep

* Present new products to customers in the assigned territory
* Achieve and exceed goals and objectives set by Sales leader
* Maintain and work within agreed upon budget
* Manage Dawn MAP systems within customer base
* Prepare visit reports, weekly planners, sales reports and project briefs in a timely and professional manner
* Work closely with Technical Service Reps to address customer concerns
* Work Safely in all working environments and follow all OHS safety standards
* Safeguard company assets in general but most specifically those within your area of responsibility
* Establish a working relationship with customers / fellow employees
* Review and advice on product applications consumed in our contract

## Qualifications for technical service rep

* Proven track record of success in a team environment
* Previous experience in dealing with parts and service
* Moderate understanding of hydraulics / hydraulic systems and exceptional mechanical aptitude / ability preferred
* Ability to read blueprints, bill of materials, electrical and hydraulic schematics, parts / operating manuals and mounting instructions
* Excellent customer service skills including phone and email etiquette, filing and ability to use standard office equipment
* Familiarity with and ability to use Microsoft Office