



Example of Field Support Representative Job Description

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Our growing company is searching for experienced candidates for the position of field support representative. 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 field support representative

- Performs emergency product searches for field Sales Reps
- Processes product return requests
- Minimum Vocational/Diploma (technical field) equivalent with 1-2 years of working experience in related fields, or Associates or Bachelor's Degree (technical field) holder with no or less than 1 year relevant working experience
- Perform PC, laptop, and printer repair on the road
- Assist with system startup and preflight
- To visit all nominated retailer accounts within the area to ensure all PPG products are presented to their best effect and negotiate additional off-site displays to maximise individual store sales
- To carry out merchandising activities on a daily and weekly basis as required to ensure all service levels are maintained
- Working with the store colleagues to monitor and maintain good stock levels by making recommendations on the required adjustment to minimum and maximum stock levels in stores
- As primary PPG representative develop and maintain close professional relationships with store management and departmental personnel, to maximise sales and develop the business
- To provide and maintain good in-store stock levels of PPG point of sale materials as appropriate to maximise exposure and sales

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- Able to bend, crawl, stoop, sit, lift and move 50 pounds of weight
 - Daily driving in assigned geography may be up to 6 hours per day 40,000 or more miles per year
 - Availability to work both scheduled and unscheduled overtime
 - Participate in assigned work during non-traditional workdays, holidays and shift work
 - Onsite customer facing experience
 - Technical/mechanical hardware repair experience