



Example of Regional Specialist Job Description

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Our growing company is looking for a regional specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for regional specialist

- Performs various marketing tasks as requested by divisional Sales and Marketing Director
- Ownership of escalated issues until solution is provided
- Maintains accurate payroll records for the assigned Regional office
- Fields and screens incoming telephone calls, letters, and/or visitors
- Opens and distributes mail to appropriate person
- Organizes and maintains the Regional office files and records while reducing waste and maximizing efficiency
- Acts as the contact person for internal and external customers and uses independent judgment to respond to requests for information or to refer more complex requests to appropriate staff members
- Assist in Communicating and resolving outstanding customer complaints that come to the Regional Office via phone, letters, CCIC, or Corporate
- Makes day to day decisions, requiring knowledge of Regional policies and procedures
- Organizes and expedites flow of work through Regional office

Qualifications for regional specialist

- UPPAP Follow Up Actions
- PFMEA Event Corrective Actions
- QN Analysis and Resolution
- Focused Supplier Audits
- Process Certification and Six Sigma Projects

