



Example of Technical Services Specialist Job Description

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Our innovative and growing company is looking for a technical services specialist. 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 services specialist

- Develop/Format field service manuals, using the relevant software, in conjunction with other technical databases
- Co-ordinate and collaborate between functions to review and finalise product requirement
- Plan and execute work with engineering, to deliver on time
- Have a good visibility and demand accuracy on the technical and products
- Demonstrated EHS mindset and compliance
- Maintain a live monitoring platform of all documents demanded and forecast future work
- Attend regular reviews, to input to operational planning to ensure the requirements are satisfied and to assure on time delivery
- Support development of digitisation of publishing database and integration of other applications
- Maintain, and drive continuous improvement in safe work practices while monitoring productivity, quality assurance, and adherence to contract requirements
- Work with various software systems to manage technical data and work packages

Qualifications for technical services specialist

- Ability to understand network schemas in order to understand Customer IT setup to make suggestion for issue resolution or new configuration
- Ability to debug network / communication issues
- Strong Customer Focus oriented
- Sense for urgency and setting priorities
- High self-responsibility and independence