



# Example of Technical Services Specialist Job Description

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Our innovative and growing company is hiring for a technical services specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for technical services specialist

- Evaluate incoming customer RFQs following the appropriate Inquiry To Order (ITO) process
- Initiate and manage proposal approval process as required
- Prepare Estimate Analysis Sheets (EAS) and written proposals for review with Commercial Director and Unit Managing Director as required
- Coordinate requirements of the RFQ with sourcing/supply chain, and EHS/Safety are required
- Prepare and communicate approved offers to end users directly or indirectly as dictated by sales channel
- Coordinate responses to questions received on submitted offers
- Manage pipeline in CRM platform (Salesforce/SPEAK)
- Work closely with Service Technical Sales, Account Managers and Independent Mfg
- Execute orders and manage handoff of received offers to appropriate unit for execution following the Order Through Remittance (OTR) process
- Facilitate other aspects of the Order to Remittance process as required

## Qualifications for technical services specialist

- Working knowledge of systems with software and hardware components
- Ability to manage projects to schedule and budget
- Working in cGMP environment
- 2+ years of experience in SaaS platform implementation

engineering/technical environment

- Willingness and ability to undertake work on client site both Russia and abroad (ranging from one day visits to 4 weeks plus)