**SERVICE PARTS SALES & SUPPORT REPRESENTATIVE**

**Duties and Responsibilities include the following:**

• Communicate with Field Service Technicians and Vendors, over the phone or by email to determine needed parts using parts manuals and other resources

• Provide quote support by conducting research on parts availability, quantity, pricing, lead times, shipping information, delivery, etc.

• Research source for special non-stock parts

• Package and ship parts daily

• Communicate with team members to streamline the order and delivery process with accuracy

• Perform any other duty or task as may be assigned by the Manager

**Basic Qualifications**

• Strong organizational and problem solving skills

• Ability to multi task

• Attention to detail

• Microsoft Excel and Word a plus

• Ability to communicate and interact with a variety of internal and external customers

If you meet, the requirements listed above or know of someone who may be interested, contact Cynthia Showman at 419-488-8156 ext 217 or email c.showman@palfleet.com by June 1,2018