



Position Description

Title: Product Specialist

Department: Product Service & Support

Reports To: Product Service & Support Manager

FLSA Status: Exempt

Summary: This individual will gather/track product performance, initiate/facilitate product improvement, work with external/internal experts to develop product and brand, develop/maintain product marketing materials, develop/maintain relationships with customers and sales representatives.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Gather and track product performance
- Initiate and/or facilitate product improvement
- Work with external and internal experts to develop the product and brand
- Act as a leader within the company
- Analyze product performance and data
- Develop and maintain product marketing materials
- Develop relationships with customers and sales representatives
- Provide training to employees and sales representatives as necessary
- Communicate with outside advertising agencies
- Attend industry related trade shows, seminars and conferences
- Prepare cost proposals and estimates for gas testing
- Track all gas testing shipments, billing and results
- Develop relationships with vendors such as media suppliers and analytical testing labs
- Ensure accuracy and timely response to sales inquiries
- Maintain CRM software
- Maintain familiarity with competition and company's competitiveness both technologically and cost wise
- Maintain technical knowledge of all products and equipment
- Look for potential new markets
- Submit orders with billing and engineering departments in a timely fashion
- Perform all other tasks as required
- Requires travel to client sites, trade shows, conferences, etc.
- Work toward continuous quality improvement
- Stay current with changing technology, including software and related applications
- Uphold, support, and promote all company policies and procedures



Position Description

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- Bachelor's degree in Engineering, management, chemistry and/or marketing field required
- 2 plus years' experience in marketing
- Experience in the fields of management, engineering, electronics, filtration and purchasing
- Strong background in chemistry
- Ability to communicate effectively and to convey cost saving options to customer
- Strong customer relationship and presentation skills
- Knowledge of CRM and Software Systems highly desired
- Proficiency in Microsoft Office Suite
- The ability to read and understand project specifications
- Strong organization skills

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Certificates, Licenses, Registrations:

- Valid Driver's License



Position Description

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately (20 - 40) pounds, greater than 1/3 of on-the-job time, non-continuously.

Physical demand requirements listed are primarily applied to ability to lift and move products, paper, office supplies, files, etc.

- Vision – There are no special vision requirements for this position. Vision requirements listed are primarily applied to the use of computers, telephone, other office machines and color coded files.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet or humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately less than 1/3 of on-the-job time.
- Work in high, precarious places – Approximately (less than 1/3 of on-the-job time).
- Fumes or airborne particles – Approximately less than 1/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.

Environmental – Welding fumes, grinding dust, chemical vapors.

Noise – typical office noise and occasional noise from manufacturing tools/machinery



Position Description

Acknowledgement:

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

Employee Signature

Date

Supervisor Signature

Date