

TECHNICAL SERVICES REPRESENTATIVE

JOB DESCRIPTION

Participate in all Technical Service Operations.

- Continuous contact with approved applicators with upcoming projects or jobs in-progress to ensure proper coordination and completion of all aspects of project.
- Provide training to contractors in the proper use of Flex products.
- Conduct all necessary project inspections. Start up, In-progress, and final warranty inspections.
- Plan and coordinate all aspects of the inspection trips.

a) Coordinate the inspection with the approved applicator.

b) Make all travel plans. (airplane tickets, rental car, lodging, etc.)

c) Travel (40 - 50 % overnight travel)

- Create detailed roof drawings for special areas and circumstances.
- Quality Control Assurance

a) Process all material complaint calls or warranty claims and record all data to the complaint log or project file.

b) Required to perform warranty repairs when applicable.

- Review Technical Plans and Specifications.
- Review new approved applicator applications and maintain current approved applicator files.
- Assist in Flex's product approvals and listings in various necessary business entities.
- Provide assistance with all technical inquiries regarding Flex roofing products.
- Report directly to the Technical Services Manager.
- Assist National Sales Manager, Office Manager, and Warehouse Manager as needed.
- Assist in creating, coordinating, and evaluating all sales and marketing tools.

Qualifications

Construction and or roofing experience is a plus.

- Knowledge of general construction and roofing systems with an emphasis on roofing technical knowledge of low slope single ply systems is a plus.
- Registered Roof Observer is a plus.
- Computer skills, proficient in Microsoft Office
- Team player with good communication skills.
- Excellent Driving Record, with legal driver's license is required.
- This position can be physically challenging. It requires lifting, pulling, pushing, bending, climbing, etc.

Candidate must be a United States Citizen and able to show proof of citizenship.

(Permissible under Title VII bona fide occupational qualification.)

Flex offers a competitive salary and benefits package including 401K, medical and dental insurance, vacation packages plus 10 paid Holidays to all full time permanent positions.

Job Type: Full-time

Salary: \$40,000.00 to \$50,000.00 /year

Experience:

- relevant: 1 year (Preferred)

License:

- Driver's License (Required)

Required travel:

- 50% (Required)

Additional Compensation:

- Bonuses

Work Location:

- Multiple locations

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants who do not have a college diploma

Company's website:

- www.FlexMembranes.com