

# Parts, Service & Testing Representative

**Dynamic role with unlimited growth potential.**

**This hybrid position supports the parts and service department as well as the client testing lab.**

## Responsibilities:

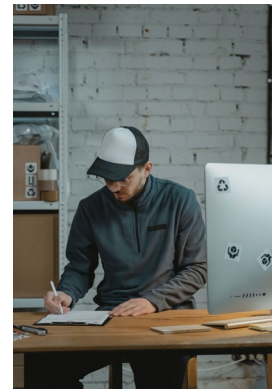
- Collect and analyze information to estimate costs of products and services for assigned projects
- Communicate costs & price information internally and with customers by generating Quotes and Proforma Invoices
- Work with accounting to set up new customers and establish payment terms.
- Enter Parts orders in ERP system and track & expedite as needed
- Assist in the receiving of test materials and documentation from customers to allow proper and efficient execution of tests.
- Ensure all machine parts are available at the time of testing.
- Running test on lab and pilot scale equipment and recording of all appropriate test data.
- Ensure that test material, samples, etc., are returned to the customer correctly and as required.
- Assist with equipment evaluation, installation supervision and training at customer facilities (travel).

## Qualifications and skills:

- Excellent phone and computer skills and working knowledge of Microsoft Office required
- Experience with Syspro, or other ERP system preferred
- Mechanical aptitude and interest: must be able to read and understand machine drawings or be willing to develop the skills
- Good organization and time management skills
- Required to use PPE, including respirators, safety glasses, gloves, etc. as needed
- Collaborative approach in a highly interactive environment

Competitive compensation commensurate with experience. Position includes excellent benefits package.

Work hours: M – F 8:00 a.m. – 5:00, plus travel as needed



## HOCKMEYER EQUIPMENT CORPORATION

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If you have a great work ethic, take pride in your work, and are looking for more than just a job, forward your resume to: [humanresources@hockmeyer.com](mailto:humanresources@hockmeyer.com) for a career opportunity with our company. We want to speak to you!