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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Product Specialist – Exempt**

**Reports to:** **Regional Sales Manager or Product Manager (**sometimes with dotted line reporting to local branch sales managers)

**Job Summary:**

A Product Specialist is a recognized subject matter expert responsible for providing technical support and expertise to growing sales of a specific group of products. The Product Specialist will work with sales teams and management to develop and deliver sales bids, plans and/or proposals in order to reach desired goals. A Product Specialist may have some direct account responsibility but usually works with and supports the efforts of the outside sales team by jointly working target accounts, providing training for both customer and sales force, and being the subject matter expert for that group of products. A Product Specialist also maintains and develops business relationships with suppliers of their specific group of products.

**Job Functions:**

* Works with suppliers, purchasing, customers and sales force to specify, design and build value added solutions for a customer application
* Interprets technical specifications to properly quote product/system
* Negotiates pricing and delivery with suppliers as needed
* Reviews customer orders for special requirements, documentation
* Assesses customer needs and suggests appropriate products, services, and/or solutions to increase value and provide excellent solutions and service
* Expedites and follows orders to ensure on time delivery
* Provides technical support to outside sales team, including customer visits to demonstrate and/or troubleshoot product
* Provides technical support to inside sales team and others as needed
* Meets and exceeds manufacturer product and application knowledge requirements through successful completion of factory training, experience in the field and online
* Maintains knowledge of new and existing products, applications and standards
* Works with sales management to develop medium to long term sales plans and business strategies to reach product and sales goals
* Manages large projects or processes with limited oversight from a manager
* Generates new business with new or existing customers
* Maintains appropriate relationships with key suppliers
* Works with and coordinates supplier resources to support sales
* Personally accountable for time allocation and priorities to reach goals
* The position may involve other duties, responsibilities, and activities not listed. Duties may change at any time.

**Skills Needed:**

* Strong customer service and communication skills
* Excellent problem solving skills
* Proven sales skills
* Proficiency with Microsoft Office (Word, Excel, Access, PowerPoint)
* Able to read engineering drawings in print, .dwg, or AutoCAD format
* Ability to multitask and manage time well
* Organized, reliable and professional in an office environment

**Education/Experience Required:**

* BS in Engineering, Technology or a related field and 3-5 years of industrial sales experience with related products or the equivalent combination of education and experience
* Manufacturer or industry association certification preferred
* Valid driver’s license and satisfactory driving record

**Other:**

* Travel required
* Position is full time, typically Monday – Friday but must be available 24/7/365 to consult with employees and customers.

**EEO Statement:**

PTDA Bearings & Power Transmission, Inc. provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws. i