





## Assistant Service Manager

### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High School Diploma / GED equivalent is required; however, a 2-year degree or higher is preferred.
- Prefer a minimum of three (3) years of technical customer service experience, however, a person possessing good mechanical aptitude would be sufficient.
- Intermediate computer skills with Microsoft Word, Excel, and Outlook, and CRM.
- Self-motivated with a strong sense of customer service.
- Ability to work as a team with internal and external staff members.
- Solid organizational skills with the ability to multi-task.
- Ability to effectively communicate, both in writing and verbally, with people of various educational and technical backgrounds, both inside and outside the company.
- Previous experience with pumps, compressors, and vacuum equipment is an asset, but not required.

### Physical Demands:

- The employee must be able to regularly lift and/or move up to 50 pounds.
- Ability to work in an industrial environment with continuous sitting and standing, walking, bending, reaching, climbing, and kneeling.
- Must wear and use appropriate PPE at all times in required areas.

### Employee Review / Acknowledgment

I acknowledge that I have read the job description and I understand what would be expected of me. Brabazon reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an At-will employee and the job description does not constitute a contract of employment.

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Employee Name – Please Print

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Employee Signature

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Date

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Manager’s Signature

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Date