



85 11th Street | Ambridge, PA 15003 | Ph: (724) 266-1600 | Fax: (724) 266-8161

Job Description – Precision Laser & Instrument

Construction Training/Support

Building Point/Precision Laser & Instrument

Job Title: Construction Support/Training

Summary: You will provide support and training to Construction Sales Team for all Building Point and Precision Laser & Instrument locations.

Duties and Responsibilities include the following. (General Duties).

1. Detailed knowledge of Construction equipment sold and repaired by BPOV/PLI.
 2. Detailed knowledge of Construction concepts supported by BPOV/PLI.
 3. Provide Training and support for the Sales Team and for current and future clients. You will also be responsible for marketing for training and providing systematic training classes at each of the stores that you support.
- I. Google Drive/NetSuite Maintenance and Updates
- Continuous Clean up and Updating of files. Archive older files.
 - Create a “Menu” for all to view and select segment/division;
- Building Point & Construction - Service, Rental, Administrative
- Marketing, Building Point, Price Books Price books should also be included within individual segments; Building Point/Construction
- Folder for “Kits” or “Bundles”, segmented by divisions Building Point/ Construction with detailed line items of equipment and accessories with pricing. Work with Sales Manager on this. Will be updated periodically as well. (RTS/Ri, Vaporware – examples)

Proposals and Quotes from Sales Team Members to Managers and GM’s.

II. Subscriptions – Software Manager Support

- Subscription FLSS/Ri support and training.
- Upkeep, inspection Triage.
- Develop workflow and Point of Contact Menu (bubble chart) and contact information; who does what?
- FLSS/Ri main contact (with Zack)



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III. Rental(s):

- Rental Prep (assist) and Software Updates (when needed)
 - Rental Data Processing and Upload
 - Manage (Assist) and Update Rental Software Licenses
- Extend the Maintenance - Verify Licenses still on Rental Units
- Contact Rental Requests to ensure software compatibility
 - Maintenance of Rentals (assist) – ensure all equipment in good shape
 - Update and maintain EW's for Construction Rentals (assist with Rental Manager)

IV. Inventory – Assist (back-up)

- Manage new inventory and inventory requests with Purchasing/Inventory Manager

V. Support and Training

- Software and Hardware Support and Training
 - Software Training
- Field Software - Office Software
- FLSS/Ri
- Sales and Demo Support – When requested and scheduled
 - Analyze and service repairs brought in for non-hardware related issues
 - Create, update and support Training Manuals and Documents

VI. Subscription Support & Maintenance Network (Assist)

- Maintain and update Base Contact List (with pics, detail)
- Support Software Subscription calls (problems)

Qualifications:

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.

Education/Experience:

High school diploma or general education degree (GED); or three to four years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

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.



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Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software; inventory software; order processing systems and manufacturing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock or burns.

The noise level in the work environment is usually moderate to high.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to use hands. The employee is frequently required to stand; walk; sit; reach with hands and arms and talk or hear. The employee is required to climb or balance and stoop, kneel, crouch, or crawl.

Job Type: Full-time

Salary

Benefits:

401(k)

401(k) matching

Dental insurance

Health insurance

Paid time off

Vision insurance

Schedule:

8 hour shift

Day shift

Monday to Friday

Experience:

Construction: 1 year (Required)

Work Location: In person

TO INQUIRE, PLEASE CONTACT:

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