

## Technical Services Manager

### JOB SPECIFICATION

<b>Position:</b>	Technical Services Manager
<b>Reporting to:</b>	Operations Manager
<b>Purpose:</b>	To manage and implement the activities of the Mitsubishi Electric Technical Services Department

#### Roles & Responsibilities

- Overall management of the Technical Services Department
- Provide Commissioning Support for Air Conditioning, Heating and Chiller products
- Organise and deliver product training for all products to Mitsubishi Electric's installer base of customers
- Technical Liaison with Mitsubishi Electric factories in Japan and Overseas
- Provide on-site support to customers and clients where required
- Contribute to organisational learning through sharing information and experience with colleagues

#### Person Specification

- Third Level Degree and/or extensive HVAC industry experience
- IT Literate and competent user of Microsoft packages (Outlook, Excel, Word, PowerPoint)
- Excellent communication skills (verbal & written)
- Strong organisational and planning skills
- Excellent time management and multi-tasking skills
- Ability to work effectively both as an individual and as part of a team
- Personal attributes: self-motivated, driven, methodical, personable, optimistic, resourceful

#### Key Competencies Required

- Organisation
- Communication
- Delegation
- Personal Effectiveness
- Collaboration
- Time Management
- Customer Focus

<b>Closing Date for Applications:</b>	Friday 9 <sup>th</sup> February 2018
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<b>Contact:</b>	hr@meir.mee.com
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