**Job title: Service& Repair**

Direct report to sr. National Sales Manager

**[Job Description]**

1. **Service and Repair**
* Repair products/ Attend S&R meeting
* Manage S&R documents
* Issue Invoice related to S&R
* Send/Receive products from dealers
* Serves as an interface between customers and CHK with a proactive attitude
* Respond to service requests through proactive communication skills
* Manage service parts inventory, follow escalation process for quality issues
* Manages effective schedules, completes required documentation, and performs assigned administrative tasks
* Quotation handling, achieving service target sales and personal performance indicators
* Other duties as assigned

**[Qualification]**

1. Junior college or bachelor’s degree in related field (Medical engineering/Engineering background is preferred)
2. Intermediate level of verbal and written communication in English
3. Freshly graduated is welcomed