

THE PICTSWEET COMPANY

POSITION SUMMARY

LOCATION: Bells, TN (Corporate)

POSITION TITLE: Technical Services Specialist

REVIEWED:

SUBSTITUTE:

POSITION SUMMARY:

Creates reports, summarizes & maintains data and provides administrative and office support activities for the Technical Service Department.

ESSENTIAL FUNCTIONS:

1. Provides high-level administrative support to technical staff.
2. Conducts analysis of information and designs and distributes reports to groups or individuals.
3. Supports technical customer management with documents, specifications, etc. and supports timely efficient communication.
4. Assist with audit functions of quality and food safety systems both related and independent of BRC audit.
5. Reviews and confirms information which may include source documents, policies, customer complaints, etc.
6. Coordinates materials or special projects for assigned technical staff or individual which may include preparing reports, distributing, and editing, formatting, and proofreading material.
7. Maintains records and data utilizing various systems to organize and maintain filing systems for the rapid retrieval of information as needed.
8. Liaise with various plant technical service staff to assure accurate, timely distribution of information.

QUALIFICATIONS:

1. BS Degree in Food Science, Chemistry, or Biological Sciences.
2. Ability to make decisions without close supervision.
3. Accurate, efficient, and capable of handling detailed work assignments.
4. Proficient knowledge of Microsoft Word, Excel, Access, Visio, and PowerPoint.
5. Excellent public relations skills including courteous, tact and good verbal communication.
6. Maintains Respect at all times for confidential information.
7. Ability to maintain self-control and complete task with frequent interruptions.
8. Proven ability to work independently and self-motivated.

CORE COMPETENCIES:

- Fostering Teamwork
- Managing Performance
- Communication
- Influencing Others
- Building Collaborative Relationships
- Diagnostic Information Gathering
- Thoroughness