



Job Opening: Product Support Specialist

Posting Date: December 20, 2011

Schaefer Ventilation Equipment (www.schaeferfan.com) is a rapidly growing, privately owned company based in Sauk Rapids (St. Cloud), Minnesota.

Schaefer designs, manufactures and distributes innovative, efficient and reliable thermal comfort products for agricultural, horticultural, industrial, commercial and rental applications, including Evaporative Cooling Systems, Portable Evaporative Coolers, Low and High Pressure Misting Fans, Air Circulators, Exhaust Fans, Industrial Washdown Duty Fans and Radiant Heaters from its office and manufacturing facility in Sauk Rapids.

Product Support Specialist Role Description

Overarching Responsibility:

Make sure Schaefer offers the right products at the right price to meet market needs and help to communicate our products' features and benefits to sales, distribution and customers.

Day-to-day Responsibilities:

- Maintain the product roster (lifecycle product management)
- Maintain the price list in response to competitive pressure and cost changes
- Assist in product related content creation for catalogs, sell sheets and other collateral
- Assist in marketing-related product launch activities
- Perform VOC
- Perform competitive research
- Provide ongoing product support to sales and distribution

Reporting Relationships:

- Reports to VP Marketing and Product Management
- Works alongside Marketing Communications Manager and Technical Writer

Qualifications, Skills & Attributes:

- Undergraduate degree in engineering, science or business
- Exceptional Microsoft Office skills (particularly Excel and Word)
- Exceptional writing and speaking skills
- Exceptional leadership skills and experience
- Relevant previous experience in a full-time or part-time role
- High energy & integrity

Next Steps:

- E-mail your resume, cover letter and compensation expectations to hr@schaeferfan.com with your name and "Product Support Specialist" in the subject line.
- All reasonably qualified candidates will get a response within 2 weeks of applying