

UNISORB, INC.

APPLICATIONS TECHNICIAN - JOB DESCRIPTION

Position Summary

A Unisorb Applications Technician has a wide range of responsibilities. This position will interface directly with Unisorb customers and consulting engineers in the application of Unisorb products to various markets, such as machine tools, medical, power generation, manufacturing, testing & verification, etc. Solid communication skills and general knowledge of machinery installation and construction practices are required. This position will work from the Jackson, MI office with the possibility of infrequent travel throughout North America.

Primary Duties and Responsibilities

- Handle incoming telephone calls and emails from field sales personnel and customers requesting technical assistance.
- Responsible for providing engineering assistance to support the application of Unisorb products and preparing written product proposals.
- Assist in the maintenance of a complete file of specifications and literature for all equipment and for competitive product lines.
- Assist in the training of Unisorb sales personnel both in-house and in the field.
- Assists in the production of drawings required for generation of quotations for use by manufacturing, purchasing and customers.
- Responsible for assisting in the preparation and continuous review of product data sheets, brochures, catalogs and all printed matter required for the selling effort.
- Assist with the evaluation of anticipated additions to the line of company products.
- Prepares and maintains on a continuing basis, complete and accurate bill of materials for company products.
- Must possess the ability to work and be productive in a wide range of conditions and situations.
- Responsible for the analysis of competitive products and maintains an up-to-date file on major competitors of our products.
- Assist in the establishment of quality control standards for company products.

Qualifications/Education/Experience

- Associate degree in engineering related field.
- Solid grasp of engineering fundamentals.
- Ability to communicate technical concepts effectively and persuasively, and present detailed information both verbally and in written form.
- Ability to solve problems quickly and creatively with a minimum amount of information.
- Well organized and detail oriented.

Proficiency in the use of:

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| ▪ Windows 10/11 | ▪ CAD Software preferred |
| ▪ MS Office 365 | (AutoCAD/SolidWorks) |
| ▪ Contact Management (CRM) | ▪ Internet navigation |
| ▪ Reading Construction Documents | |