



Job Title: HVAC Product Support Specialist

Location: Rockland, MA

Organization: Airxchange

Job Responsibilities:

The successful candidate will:

- Support customers in resolving application and service issues.
- Provide OEM field service technicians with replacement parts and knowledge to maintain our rotary air-to-air energy recovery equipment.
- Complete orders for replacement parts.
- Initiate maintenance and upgrades of service database, associated documents, and parts catalog.
- Assist in creation of product user manuals

Job Requirements:

Qualified candidates will have:

- 2+ years HVAC industry experience, training, or education; or the equivalent combination of education and experience
- Strong organizational and interpersonal skills.
- Excellent skills in Excel, Microsoft office, and database management. (Microsoft Access is a plus.)
- Ability to climb ladders and perform HVAC system maintenance.
- Ability to travel as needed for training and customer support.

Interested and qualified candidates should submit their resume and cover letter to PSupportJob@airxchange.com.

Posted on: 5/29/2015

Major: HVAC

For further information please contact the offices of Career Services and Industry Partnerships:

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