



Industrial Tech Services, Inc.

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Tech Sales Representative (Trinity Division)

Industrial Tech Services, Inc. is a joint venture company under Toyota, Trinity and Shinmei. We are a distributor of machinery and provider of installation services with a concentration on equipment for the automotive industry. We are comprised of 3 production divisions – PE, Shinmei & Trinity.

ITS is seeking a Tech Sales Representative for their Trinity division in Georgetown, Kentucky. The Trinity Division is engaged in sales and maintenance support for paint system applications based on the parent company's technology, as well as new installation and modification of paint equipment.

1. Customer/Vendor Management

- Coordinate meetings, on-site inspections with customers regarding various equipment such as Painting Booths, Ovens, Conveyor Systems, Pre-treatment systems, and E-Coat systems, etc.
- Confirm customer's requirements with parent company in Japan.
- Create proposals, specifications, and reports for customer – most communications will be in English

2. Project Coordination

- Request for quote from the parent company (Japan) – design, parts procured in Japan
- Request for quote from local vendors and sub-contractors (Supply parts, On-site construction, installation work, etc.)
- Submitting quotation to customers

3. Shipping & Receiving

- Confirmation of specifications with the customer
- Arrangements in the United States (Equipment and production, cost control)
- Creating instructions for installation and on-site modification: Managing the schedule, will issue construction instructions to subcontractors and proceed with construction on-site.
- Coordination work between Japanese supervisor and Local staff/contractors.

4. Project Management:

- Oversee equipment installation/construction project at end user facilities.
- Coordinate customer-required meeting between customer and contractor to communicate the project status and concerns.
- Create work completion report.

5. Other:

- Other duties will be assigned under the decisions of management.
- This is a fulltime, onsite position – Georgetown, KY.

- Travel is required for this position – up to 25% - some of our client sites are in Indiana/Mississippi/Texas/Canada/Mexico/Japan

Requirement/Skills:

- Bi-Lingual (Japanese/English) – Not required but a big plus.
- Proficiency in MS Office (MS Excel, Word, PowerPoint, SharePoint)
- Strong organization skills with the ability to multi-task.
- Flexible schedule and willing to work outside of Kentucky when required depending on customer needs
- May be required to work weekends, and holidays.

At Industrial Tech Services, Inc we value our employees and offer a comprehensive benefits package, which includes:

- Health, Dental and Life insurance – 100% of premiums paid by ITS, Inc.
- Vacation and Sick time
- 401K with company matching program – 3% automatic contribution from ITS (with or without employee contributions) and an additional 3% matching.