



## **JOB DESCRIPTION**

**Title:** Product Line Representative  
**Reports to:** Product Line Manager  
**Classification:** Salary/Exempt

**Summary** – Identify surplus engines and engine parts from airlines, maintenance facilities, leasing companies and brokers. Administer request for quotes, sales orders, purchase orders, repair orders in constant conjunction with the sales staff.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Forecast, track and achieve inventory levels and turn projections
- Forecast, track and achieve sales revenue and gross margin projections
- Maintain pending deal tracker
- Answer request for quotes
- Negotiate purchase and repair prices
- Process sales orders
- Maintain vendor relations to develop new material sources
- Attend daily meeting with operations to coordinate daily activity

### **Qualification/Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have Bachelor's Degree in business or finance with aviation focus highly desired
- Knowledge of aviation industry, commercial engine knowledge highly desired
- Strong customer service orientation
- Excellent communication skills
- Self-motivated, strong planning, organizational and time management skills
- Aggressive negotiation skills, tireless work ethic
- Proficient with current software packages such as Microsoft Excel, Word, Outlook
- Ability to network across the company effectively and maintain good working relationship with all departments and employees



**CERTIFICATES, LICENSES, REGISTRATIONS**

None required for this position.

**WORK ENVIRONMENT**

Work is normally performed in a typical office work environment.

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Employee Name/Date

\_\_\_\_\_  
Manager Name/Date

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Employee Signature

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Manager Signature