

Job Description

Job Title:	Department:	Location:	Job Type:
Importation & Internal Technical Support Officer	Importation & Technical	1088 Zobel St., Isla de Provisor, Paco Manila	Full-Time

Job Descriptions

- Coordinate international purchases of solar panels, inverters, batteries, mounting systems, and accessories.
- Process imports permits and customs documentation.
- Coordinate with suppliers, freight forwarders, and customs brokers.
- Monitor shipment schedules and inventory arrivals.
- Ensure compliance with import regulations.
- Provide technical assistance to the sales team.
- Review product specifications and technical documents.
- Prepare product manuals and technical data sheets.
- Coordinate warranty claims with manufacturers.
- Conduct product training for employees.
- Support commissioning and troubleshooting when required.

Job Qualifications

- Bachelor's Degree in Electrical Engineering, Electronics Engineering, Industrial Engineering, Supply Chain Management, or related field.
- Experience in importation, procurement, or logistics.
- Fresh graduates are encouraged to apply.
- Knowledge of customs documentation and international shipping.
- Familiarity with solar PV systems and renewable energy products.
- Strong analytical and problem-solving skills.
- Excellent organizational skills.
- Proficient in Microsoft Office and ERP systems.
- Good communication skills.

- Ability to coordinate with international suppliers.

Preferred Skills

- Knowledge of solar products (modules, inverters, batteries, mounting systems).
- Importation procedures, customs regulations, and logistics coordination.
- Supplier and manufacturer coordination.
- Product specification evaluation.
- Technical documentation preparation.
- Inventory and warehouse coordination.
- Warranty and after-sales technical support.
- Strong troubleshooting and customer support skills.
- Familiarity with ERP or inventory management systems