



PR/086940 | Service Coordinator (m / f / d)

Job Information

Recruiter

[JAC Recruitment Germany](#)

Job ID

1526351

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 10:56

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading Japanese company in the marine electronics industry is looking for a Service Coordinator. The ideal candidate will be responsible for managing various administrative and accounting tasks, ensuring smooth operations within the company.

JOB RESPONSIBILITIES

- Coordinate and manage service requests from clients, ensuring timely and efficient responses.
- Act as the primary point of contact between field engineers and clients, facilitating clear and effective communication.
- Schedule and monitor service activities, ensuring compliance with company standards and client requirements.
- Maintain accurate records of service activities, client interactions, and engineer assignments.
- Provide support to field engineers, including logistical arrangements and troubleshooting assistance.

- Collaborate with other departments to ensure seamless service delivery and client satisfaction.
- Prepare and present regular reports on service performance and client feedback.

JOB REQUIREMENTS

- Proficiency in English; German language skills are an advantage.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Experience in a coordination or administrative role, preferably in a technical or maritime environment.
- Familiarity with maritime industry standards and practices is a plus.

BENEFITS

- OJT will be carried out
- Detailed working condition and benefits will be provided when interviewing

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description