



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1526351

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年03月11日 10:56

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

会社説明