

Spare Parts Coordinator (m/f)

Referencenumber: 2017-2743
Field of work:
Location: Dubai, United Arab Emirates

Company description

Our German client is a manufacturer of construction equipment and market leader within its industry.

About Departer – The German Headhunter:

As an internationally oriented German HR consultancy for the recruitment of multinational professionals, Departer possesses a long-standing expertise in the core markets Germany, Middle East and Australia. Through our regionally established offices in Dubai, Sydney and Bremen, we are valued as a reliable recruitment partner by numerous companies.

Job description

Your duties and responsibilities will include:

- Spare parts stock management and business development
- Arrange customer visits (advising & consulting)
- Generate recommended spare parts lists
- Administer customer inquiry, create offers and process orders for spare parts
- Warranty claim administration
- In charge of spare parts logistics
- Implement and maintain ERP Systems
- Assist and support After Sales
- Liaise with European HQ
- Reporting to Head of Division

Job specification

To be successful in this role you should have the following skills and experiences:

- University degree in Business Administration or similar
- At least three years of working experience in construction or maritime machinery in the Middle East preferred
- Excellent English communication skills (written and spoken), German language skills would be advantageous
- Good knowledge in MS-Office
- Ability to organize, manage and complete projects individually and in team work
- Ability to cooperate with all levels of staff and to multi-task while completing work in a competent and professional manner
- Handle confidential information
- Team player

Contact

If you have any questions regarding the job offer, please do not hesitate to contact **Ms. Lena Awad**. You can reach her by e-mail via lena.awad@departer.com or by phone via **+971 4 399 5507**.

If the role arouses your interest, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential.

Please send us your application documents via e-mail or apply for this position on our website

www.departer.com, where you can register your profile in our career portal under the tab “vacancies”.