

Bedrijfsgegevens



Marel

De recruiter



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Spare Part Coordinator

Functie	Spare Part Coordinator
Locatie	Boxmeer
Uren per week	40 uren per week
Looptijd	08.01.2023 - 07.01.2024
Opdrachtnummer	125189
Sluitingstijd	07.01.2024

Rolomschrijving en taakafspraken

1.Purpose of the job

As a Spare parts coordinator you will process new and follow existing orders/quotes and manage requests related to orders/quotes including delivery status, return requests and pricing. You will also be the key contact for the internal supply chain organization for all matters related to orders/quotes. As a spare parts coordinator you are also responsible for booking all travel arrangements for the persons that perform on-site activities at customers in a cost- and time effective way.

2.Main responsibilities

Serving international markets by processing parts orders, compiling quotations, oral and written communication with customers and agents

Monitoring of outstanding payments

Managing customer expectations with regards to parts delivery

Secretarial work, such as (digital) archiving of documents, answering internal and external phone calls and general correspondence on behalf of the

entire department.

Making travel arrangements for service employees.

3.Requirements

A vocational working proficiency (MBO level) in administration

Thorough knowledge of administrative processes

Service mindedness and sense of commercialism

Excellent verbal and written communication skills

4.Competences (max. 6)

Working with people

Demonstrates an interest in and understanding of others

Adapts to the team and builds team spirit

Recognizes and rewards the contribution of others

Listens, consults others and communicates proactively

Supports and cares for others

Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses.

Relating & Networking

Establishes good relationships with customers and staff

Builds wide and effective networks of contacts inside and outside the organization

Relates well to people at all levels

Manages conflict

Uses humor appropriately to enhance relationships with others

Delivering results and meeting customer expectations

Focuses on customer needs and satisfaction

Sets high standards for quality and quantity

Monitors and maintains quality and productivity

Works in a systematic

methodical and orderly way

Consistently achieves project goals

Following instructions and procedures

Appropriately follows instructions from others without unnecessarily challenging authority

Follows procedures and policies

Keeps to schedules

Arrives punctually for work and meetings

Demonstrates commitment to the organization

Complies with legal obligations and safety requirements of the role.

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