



SERVICE COORDINATOR

JOB OFFER: Service Coordinator

NUMBER OF POSTS: 1

EMPLOYER: Jason Marine Electronics Spain, SLU

SHORT DESCRIPTION OF BUSINESS ACTIVITY: Jason Marine electronics Spain is a new group company of Jason Marine Group with headquarters in Singapore, with 45 years of history. Asian leader group in marine electronics business.

JOB LOCATION: Algeciras (Spain)

WEB SITE: <https://www.jason.com.sg/>

Working conditions:

Duration of the Employment: Permanent.

Probation period: 6 months.

Working hours: 40 per week.

Salary: 22.000 – 25.000

Job Description:

- Communication with the customer.
- Coordination of customer needs, technical requirements, and spare parts availability.
- Distribution of the work according to availability and capacity of the service technicians.
- Checking of ETA, ETD.
- Follow up of the service until successful completion.
- Prepare costing sheet and follow up of VAT exemption documentation with customers.
- Communication with the company staff about the service.
- Care of the duty phone.
- Spare order, tracking and reception, control of the freight charges
- Management of the system of purchases to suppliers.
- Valuation, rotation and control of the stock.
- Knowledge of rotation of stock, and the financial effects.

- Supplier evaluation.
- Other related tasks to fulfil the service order.

Requirements:

- University degree.
- High level of English.
- Experience in the sector will be taken into consideration.

How to apply: Send CV in English to: aleksandar@jasoneurope.com with copy to: pcpmixto.eures@sepe.es quoting the name of the vacancy *Service Coordinator* in the covering email.

Closing date: 31/08/2023