

AGENT MATERIAL SERVICE DESK

https://careers.peopleclick.eu.com/careerscp/client_cargolux/external/gateway/viewFromLink.html?jobPostId=777&localeCode=en-us

Task Responsibilities:

Accomplish the various tasks related to the service level agreements contracted by Cargolux, such as material transactions in support of the GATS SA.

- Process customer orders such as component Exchange orders, repair orders, purchase orders, warranty claims
- Follow-up on open orders
- File and archive closed orders
- Assist in quotation evaluation and approval
- Organize transfer of parts to correct location and maintain proper stock level
- Attend review meetings
- Answer Customer requests
- Assist in preparation for various weekly reports

Essential Requirements For The Position:

- Minimum secondary education (Commercial or Technique)
- At least 1 year experience in a similar position
- Advanced knowledge of MS Office (Word, PowerPoint, Outlook, especially in Excel)
- Fluency in English, written & spoken, any other language will be considered as an advantage
- Team spirit and good communication skills
- Ability to work in team as well as independently
- Customer oriented
- Versatile & Adaptable
- Organized and accurate
- Motivated & enjoys continuous challenge – “can do” attitude

Working Conditions:

- Position based in Luxembourg
- A Certificate of good conduct (Casier judiciaire, Polizeiliches Führungszeugnis) will be required in case of a positive selection
- Willing to work in shift