



Customer Business Coordinator

Responsibilities

- Handle engine shop visit administration
- Management of engine stand & MVP bag allocations
- Assist in the preparation of regularly scheduled reports
- Monitor office supplies inventory and place orders
- Perform administrative and clerical duties for Customer Business Department
- Supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement
- Ensure that Customer Business Excellence is delivered throughout the business.
- Perform other related duties as assigned

Requirements

- Possess minimally a Diploma, preferably in Engineering or Business Administration
- Experience in customer service will be advantageous
- Proficient in MS Office applications & Office 365 platforms, experience in SAP will be an advantage
- Excellent communication and interpersonal skills
- Ability to build relationships both internally and externally
- Excellent team member, proactive in managing issues and possess professionalism, sense of responsibility and ownership in his/her work and results
- Able to work independently in a fast-paced environment.
- Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity