

"At Diehl, we combine tradition with innovation to provide **sustainable solutions** for our customers."

MAKE IT WORK SMARTER



Customer Order Desk Administrator (Debrecen)

These are your tasks:

- Offer and order management (including claims), order tracking, document management through customer relationship processes
- Proactive customer communication and response to customer requests, clarification of open invoices with the customer
- Ensuring customer deadlines through internal coordination in cooperation with the necessary departments
- Working time in shifts, from 06:00 or until 18:00, core time 08:00-16:00, in accordance with Material team
- 24/7 on call duty, travel to home sites for training and team building purposes

Who we are looking for:

- University degree or min. 3 years of relevant professional experience
- **Fluent** written and verbal **English** language skills, a good level of German knowledge is an advantage
- Experience with ERP systems, proficiency in MS Office applications
- Strong communication skills, good customer service skills, ability to handle multiple task and assignments independently as well as working in teams
- Excellent organizational, time management and problem-solving skills

Work location: Debrecen

Job Level: Professional

Working time: Full time

Employment contract: permanent

Division: Diehl Aviation

Start: a lehető leghamarabb

Interested? Apply now by uploading your English CV through the link below!

Achieve what matters, with Diehl.



Diehl Aviation Hungary
Engineering and Service Center

Vágóhíd St. 2.
4034 Debrecen

DIEHL
Aviation