

"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 until 14:30 or from 13:30 until 22:00, core time 08:00-16:30, 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: as soon as possible

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

Achieve what matters, with Diehl.



Diehl Aviation Hungary
Engineering and Service Center

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DIEHL
Aviation