



CAREER OPPORTUNITY

AMEEJEE VALLEEJEE & SONS (PVT.) LTD.

“SERVICE PLANNER”

(ATLAS COPCO COMPRESSOR TECHNIQUE DIVISION)

Location: Lahore Office

Job Role

- To guarantee a fast service to our customers in need for maintenance or repair
- To organize the forward planning of all open orders, ensuring that the department service requirements are met in a timely and efficient manner
- To be able to set priorities and to keep a flexibility in the planning to handle emergency requests.
- To check Technicians open jobs on regularly basis
- To provide first line technical support to our customers
- To provide simple quotations
- To ensure the orders are correctly allocated and released for the service technician and that all parts are available prior to the visit date
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- To monitor and record the progress of all customer orders, to ensure work is fully completed and any additional work is planned and completed in time
- To constantly liaise with Service Technicians, Engineers and Aftermarket Sales, to transfer, highlight and resolve customer requests or problems
- To collect information from the Service Technicians, in order to accurately record and maintain customer records and machine files
- To ensure, in cooperation with your line manager that the aftermarket service to our customers is guaranteed within normal working hours
- To prepare quotation for field support and other repairs
- Execute other job-related activities assigned by reporting/line manager

Qualification/Skills Requirements

- Education: Minimum Graduate. An engineering degree is preferable

- Technical Skills: Computer literacy in MS Office (AutoCAD, Microsoft Office, etc.)

- Experience: Minimum 01-year experience of administrative processes

- Independent, self-managed, success-motivated person with can-do approach
- Customer minded and commercial feeling (customer contact)
- Good interpersonal and communication skills, tolerant and assertive
- Structured, good planning and organizing ability
- Immune to stress, ability to prioritize and to take decisions
- Team player; Time and people management

Please send CV to hr@avs.com.pk with one recent photograph, latest by 15th Feb, 2020 mentioning ‘Position’ in subject line.