

ENGINE SHOP ADMINISTRATOR

DAO Aviation AS is looking for a full-time Engine Shop Administrator to join our multi-national, dynamic team in Roskilde, Sjælland, Denmark. We offer great job flexibility with 'freedom under responsibility', cross-functional development opportunities, as well as experience in the international market in one of the most interesting and exciting industries.

Responsibilities

In this job, you will form part of a team that is responsible for administrative tasks, as well as commercial tasks for the engine shop, component shop and spare parts sales and trading.

You will be a key player in facilitating the smooth flow of phases within the project from start to finish and beyond, helping to ensure customer satisfaction to the highest degree.

Key Responsibilities for this role include:

- Work with the team to prioritize and plan each project.
- Provide the Project leader with a detailed cost estimate, using estimates from the supplier network, keeping cost optimization and profitability top of mind throughout the whole process.
- Procure parts and services.
- Facilitate adhoc commercial functions related to a project.
- Following up on each aspect of the task at hand to ensure the lead times are met both from suppliers and to the customer.
- Support engine shop with adhoc administrative tasks.
- Facilitate internal sales.

Qualifications and skill requirement of the successful candidate:

- 3+ years of experience in admin with focus on projects and sales.
- Have experience dealing across European and Asian nationalities.
- Is self-motivated and energetic.
- Has the ability to think outside of the box and be solution-orientated.
- Has a practical, logical and organized approach to their tasks.
- Team work and consultation with others of varying degree of seniority and technical ability comes naturally.
- Is proficient at providing clear communication.
- Is able to function under pressure at times and has an understanding for the importance of deadlines.
- Has an aptitude for learning and understanding technical concepts.
- Flexible multi-tasker who is able to prioritize well and pay attention to detail.
- Is able to write and speak English and Danish fluently.
- Intermediate user of Microsoft Excel.

If this position sounds interesting to you and you would like to join our dynamic team, send your motivated CV to nahe@dao.dk. Applications close 23 November 2020, so send your CV right away. Direct any questions you might have to Nadine Heyneke, Commercial Director, nahe@dao.dk.