



Parts Ordering Specialist

Sigma CVM is a newly established Romanian Agricultural Machines and Equipment company and belongs to the Saracakis Group of Companies, based in Greece.

Established 99 years ago, Saracakis is the sole official Importer and distributor of major international manufacturers of automobiles, motorcycles, trucks, buses, construction equipment, forklift trucks, marine and industrial engines, general purpose engines, generators, tires, spare parts and accessories in Greece. It has been representing for several decades major multinational brands such as AB Volvo (since 1950), Honda Motor Co. Ltd (since 1959), Mitsubishi Motors Corporation (since 1963), Komatsu Ltd. (since 1965). Sigma CVM is inviting you to join the company and its team as Parts ordering specialist with the following responsibilities:

Responsibilities:

- Takes over the spare parts orders centralized
- Asks the clients/colleagues for info in order to make sure he/she identifies correctly the related spare parts.
- After the order identification, he/she allocates the spare parts from the existing stocks or places the order to suppliers, according to internal procedure.

- Monitors, modifies if the case and prioritizes the orders so that he/she optimally meets the business needs.
- Anticipates the spare parts necessities (as per the business trends, ex. seasonal trends) and places the orders accordingly.
- Chooses the transportation means and companies (for order delivery) in order to ensure an optimum report between quality, cost and efficiency of goods movement; he/she keeps the working relation with the representatives of transportation companies and parts suppliers in order to make sure that all the goods are available in due time.
- Responsible to ensure the parts transportation to the client, as per the terms agreed with the client.
- Responsible with monitoring the parts stocks, with invoicing the orders and with updating the related management information system.
- Member of the inventory team.

Requirements:

- Relevant (Technical) University degree is preferred
- Proven agricultural machines experience
- Advances technical knowledge about agricultural machines and equipment
- Customer focused, strong negotiation and communication skills
- Advanced skill in anticipating client needs - IT proficiency (ERP, MS Office package, etc)

We offer:

- Professional and Personal development environment
- Motivating and Competitive employment package
- Meal tickets
- Medical & Life insurance
- 21 Vacation days
- Bookster subscription