**METTLER TOLEDO** is a leading global manufacturer of precision instruments. The Company is the world’s largest manufacturer and marketer of weighing for use in laboratory, industrial and food retailing applications.

Find out more about us by clicking the video.

Find additional information about METTLER TOLEDO by visiting our website [www.mt.com](http://www.mt.com/).

For our Shared Business Centre located in Warsaw we are looking for open minded self-starters willing to learn be part of a go-live support project team and work in a global environment with a long term commitment to METTLER TOLEDO.

Junior Service Administration Specialist with German   
Main location: Warsaw

**Your role:**

* Create service orders, control quality and completeness of reports delivered by technicians, enter order confirmations into the system,
* Invoice of services, repairs and installations, ensure timely and accurate billing to customers,
* Manage customer data, update data in the system based on information delivered by technicians or customers,
* Create service order quotations and service contract quotations on customer request (in cooperation with corresponding departments if required),
* Manage service contract,
* Ensure complete and timely electronic archiving all relevant documents,
* Prepare statistics and reports related to service administration.

**If You have:**

* Very good knowledge of German,
* Good knowledge of English,
* At least 1 years of professional experience in similar positions (preferably in SSC/BPO organization),
* Very good MS Office skills,
* Good understanding for complex business processes,
* Quick perception, excellent attention to detail,
* High customer orientation and focus on service quality and timeliness,
* Availability for business travel and flexibility due to the business needs,
* Knowledge of SAP or other ERP system is an asset.

**Then you should definitely send us your CV!**

**What do we offer:**

* Stable employment conditions on the basis on contract of employment,
* Attractive benefit package (extended medical care with dental package, MultiSport Card/Cafeteria program, wide scope of life insurance, language courses),
* Trainings and professional development,
* Possibility to work in an international and global environment with young and multicultural team,
* Possibility to use languages on daily basis,
* Buddy Program, Fruity Wednesdays,
* Possibility to be a member of our MT Healthy team including: roller skates, football, volleyball, cycling or running.