* **Operations Administrator with German**

Gdansk

* Position:

Operations Administrator with German

Job Description:

ABOUT THE ROLE

The Operations Administrator role will require the post-holder to eventually provide support to the operations specialists on a day to day basis which will entail close liaison between Arrow ECS’s Suppliers and our sales team. You will have the opportunity to work with a motivated team in collegial atmosphere with possibility for further development within the company.

The Operations Administrator at Arrow is typically involved in:

* + Processing/progressing orders and working closely with the quote & configuration and renewals team to check pricing and discounts, etc.
	+ Purchase order placement
	+ Update customer and customer service on PO progress, shipment dates, delivery dates, POD’s
	+ Claim procedures
	+ Warranty registrations
	+ Reconciliation of invoices
	+ Support for all aspects of stock management
	+ Claim reconciliation and escalation of anomalies/errors through to resolution.
	+ Credit note reconciliation and escalation of anomalies/errors through to resolution.
	+ Support for all aspects of stock management

WHAT WE OFFER

* + Permanent job contract
	+ Private medical healthcare
	+ MyBenefit system
	+ Fantastic working culture where you can make an impact
	+ Nice office facility in an easy-to-reach location
	+ Friendly work atmosphere

A FEW THINGS YOU ARE AN EXPERT AT

* + Excellent German skills
	+ Communicative English skills
	+ Honest, hardworking, self-motivated, reliable and diligent
	+ Fully accountable and take ownership to resolution
	+ Excellent administration skills
	+ Excellent communication skills, with the ability to liaise with both internal and external contacts at all levels
	+ Able to work as part of a team or on their own initiative
	+ Ability to pay close attention to detail
	+ Able to work towards tight deadlines
	+ Good knowledge of Microsoft packages

ABOUT US

Arrow ECS is a specialist IT distributor providing enterprise-class solutions and services focused on data storage, network security, enterprise software, virtualization and access infrastructure.

Working with our channel partners, we optimize the efficiency with which organizations can store, manage, protect and deploy their data, equipping them with secure access to business-critical information at any time, from any location, on any device.

Through close alliances with the world’s leading vendors, we deliver innovative solutions, complemented by an impressive portfolio of expert professional services and IT training. We support our channel partners from initial consultation, planning and design, engineering build through to implementation and post-sales care.

Location:

Gdansk

Time Type:

Full time

Job Category:

Customer Facing/Supplier Facing

Apply: <https://arrow.wd1.myworkdayjobs.com/en-US/AC/job/Gdansk/Operations-Administrator-with-German_R168743>