



## **TEKNOXGROUP SHQIPERI**

Caterpillar is the largest and the most renowned worldwide manufacturer of earthmoving and mining equipments, systems for energy generation, as well as engines for multiple industry applications, and reaches to final customers through its dealers in every country in the world.

Teknoxgroup Shqiperi, Sh.p.k. which is the official Caterpillar dealer for the territory of Albania in order to support its administrative activities related to Parts and Service Sales is looking to fill the following vacancy:

### **PRODUCT SUPPORT ADMINISTRATOR**

We are looking for a young person preferably of both commercial and technical profiles, willing to learn more and with excellent communication skills, as well as good PC knowledge, precise and attentive to details.

The main responsibilities of the selected candidate are related to managing work orders, assisting in preparing quotes and billing the customer. He/she will also be responsible for receiving and processing parts requests from internal and external customers and ensuring that all relevant Parts and Service documentation is kept up to date and in order.

The candidate should have the following qualifications:

- Diploma of High School, preferably from a technical school.
- Basic commercial skills.
- Have good knowledge of English in speaking and writing.
- Have good knowledge and practice of PC softwares, like Word, Excel, etc.
- Good communication skills.
- Good team work skills
- Knowledge of machine and technology typical of Teknoxgroup area of interest will be an advantage.

Previous experience in the same or similar business like car, bus or truck industry is preferable.

Please send your application with your CV in English, directly to: [career@teknoxgroup.com](mailto:career@teknoxgroup.com) until 31 October 2017.