



Secure the future

Established in 1957, IMV CORPORATION specializes in **environmental testing, measurement, and analysis equipment for vibration-related applications.**

In recent years, we have evolved beyond the framework of a typical manufacturer to focus on internationally respected testing and solutions services. With our slogan “Secure the Future”, IMV continues to contribute to the creation of a safe, comfortable, and ecology-sound society.

Following a steady growth in business, we have a vacancy for

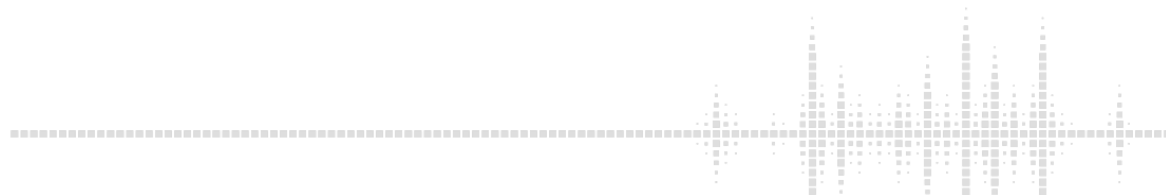
Service Administrator, Germany

located in Germany, greater Osnabrück

IMV has a position for a **Full Time Service Administrator** to work as **part of the German IMV Service-Team**. You will be working in a small team and be responsible for general service administration duties. IMV prides itself on Customer service and quickly responding to any arising issues will be an important part of the role.

Main duties after training to include:

- Provide support for the Service Manager and the Field Service Engineers when arranging customer visits and shipments in Germany and supporting the wider IMV service network across Europe
- Organising support from the European-wide service network when required
- Setting up and updating project related schedules i.e., for customer visits and spare part shipments
- Close communication with customers to adapt service schedules according to customer demands
- Linking customer inquiries between Service and Sales Team
- Ensuring customer satisfaction and following up with customer quality checks
- Supporting customer requests for support and organizing responses accordingly
- Keeping tight control of the German spare parts stock and performing regular stock takes to ensure stock accuracy
- Shipping spare parts for on-time delivery. Returning faulty parts to the UK office and Japanese factory
- Working closely with the Administration team in the UK office, ensuring all documentation is in place, stored correctly and accurate





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Applicant Requirements:

- Strong communication skills, a positive attitude and a friendly and professional approach to customers
- Strong organisational skills with a strong attention to detail
- Enjoy working together in a team and be self-motivated to work alone
- Excellent managing and well-organized manner
- A good working knowledge of Word and Excel
- Fluent German and English

We Offer:

- Modern and creative working environment with highly skilled colleagues
- Room for creativity and the chance to influence the development of the company
- Great atmosphere within a vibrant international team
- Above-average salary and additional benefits
- Flexible working time is possible around IMV's core hours

Please submit your application including your CV and expected salary to martin.engelke@imv-tec.com
For more information, please contact Martin Engelke +49 89 21545 9901

www.imv-tec.eu

