



Brüel & Kjær Vibro
a spectris company

Order Handling and Supply Chain Specialist

Brüel & Kjær Vibro is the leading independent supplier of protection and condition monitoring solutions for rotating machinery. Our worldwide network of branch offices and representatives strengthens our coverage and position in all strategic markets.

In this position you ensure the smooth handling of all customer orders – in compliance with legal requirements, contract conditions, deadlines, group guidelines and corporate goals. The position is based in Minden, Nevada.

Your tasks

- Order handling in the course of the given competence area
- Invoicing of all orders, follow-up on orders and updating master data in SAP
- Coordinate and control transactions by order type (deadlines, performance, etc.)
- Forward incomplete orders to Project Management or Sales for clarification
- Comply with the legal export guidelines – if necessary, in consultation with the Head of Order Processing
- Carry out credit assessment of order acceptance
- Customer support and management of customer satisfaction, including reviewing contracts
- Execute preparatory activities for the determination of key figures as well as production of statistics
- Assist in the recovery of debts (dunning)
- Coordinate shipping processes
- Monitor deadlines as well as informing supervisors in cases of deviations
- Manage order-side coordination and processing of warranty services
- Responsible for supplier account setup and management
- Pay supplier quality visits
- Take purchase order placements and perform material receipt and inspection as well as defective material resolution
- Participate in projects

Your profile

- University Degree in Business Management or a related field of study or rather a successfully completed commercial training
- Approximately 3 years of professional experience within a comparable position combined with good knowledge of the export business
- Experience in dealing with international business partners
- Safe handling of MS Office and SAP R/3
- Excellent command of English (spoken and written)
- High level of negotiating skills and team spirit

In addition to intensive incorporation and continuous training courses in technical subjects as well as training in soft skills, we offer you an attractive working environment, a fair pay and a varied range of tasks. In addition, you benefit from flexible working hours and interesting development opportunities within our company.

If you recognize yourself in our description, please send your complete application to our Human Resources Department (Career@bkvibro.com).

B&K Vibro is an equal opportunity employer and all applicants will be considered for this position without regard to national origin, gender identity, sex, sexual orientation, color, religion, veteran or disability status.



www.bkvibro.com

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