

Spare Parts Coordinator

Saudi Liebherr exclusively distributes the entire range of Liebherr construction machines in Saudi Arabia, through its head office in Jeddah and two branches in Dammam and Riyadh region.

Location: Dammam or Jeddah

Major: degree in Business Administration, Management, or any related field

Experience: 0-2 years of experience

Major Responsibilities:

- Coordinate and organize spare parts offers and orders in a timely manner to meet market and customer expectations.
- Prepare accurate and technically compliant quotations and spare parts proposals
- Follow up on issued quotations and investigate reasons for non-conversion to orders.
- Dispatch orders with the support of the logistics department
- Provide clarifications regarding part numbers, specifications, installation relevance, and recommended spare parts lists.
- Support service and sales departments with spare parts identification, availability, and logistics planning.
- Place, track, and manage orders with factories and coordinate delivery timing to align with crane shipments to optimize transport costs.
- Prepare proposals for customer stock and internal safety stock.
- Arrange the service attendances in coordination with the Head of Customer Service and the Service Coordinator

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802