



CREATE THE INCOMPARABLE

JOIN BUGATTI AS –

CUSTOMER SERVICE SPARE PARTS ADMINISTRATOR (M/F/D) – BG-VK/P

[APPLY WITH YOUR CV AND YOUR COVER LETTER STATING THE ABOVE POSITION TO RECRUITING@BUGATTI.COM](#)

REQUIREMENTS

- Degree in logistics, international business or equivalent
 - Experience of 3 to 5 years in international trade, logistics or after-sales
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SKILLS

- Knowledge of the automotive industry and related products
 - Advanced knowledge of MS-Office
 - Knowledge of an ERP System, ideally SAP
 - Ability to find solutions and communicate, organisational skills
 - Team spirit, customer focus and rigour
 - Fluency in English and French
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TASKS

- Answer to customer's demands via the ticketing system, provide answers to their questions regarding spare parts in terms of price, quantity or delivery delay
- Organize preparation and packaging of parts according to customer service instructions
- Enter part's orders in the ERP system and follow logistics for expedition and return
- Manage return of parts in case of defects or warranty
- Update the list of spare parts needed for vehicle maintenance (service kits)
- Be responsible for keeping the online spare parts catalogue up to date and accurate, and answer to internal or external questions related to it
- Participate in various department projects for new tools implementation, and offer continuous improvement suggestions

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