

# Fleet administrator to support the Nordics & Baltics at Bosch in Ballerup



*At Bosch, we shape the future by inventing high-quality technologies and services that spark enthusiasm and enrich people's lives. Our promise to our associates is rock-solid: we grow together, we enjoy our work, and we inspire each other. Join in and feel the difference.*

## Job Description

For our aftermarket department "Mobility Aftermarket", we are now looking for a Fleet Administrator with technical skills to support our growing Fleet business in the Nordics & Baltics.

You will be a part of a Fleet team, with local Fleet KAM's in the countries and two other Fleet Administrator persons. In your daily work you will work closely with our network of Bosch Car Service workshops as well as Fleet operators.

## Some of your main tasks will be:

- Training Bosch Car Service workshops in "Bosch Fleet Solution"-software
- Support to workshop network & Fleet customers
- Management of Fleet processes
- Responding to inquiries via phone and email
- Managing workflow between workshops, the customer, and finance
- Handling and processing repair quotes from workshops
- Perform quality control in terms of pricing
- Perform quality control in terms of the invoicing process
- Qualifications

## To be a success in this position, we imagine that you will have this profile;

- Experience or desire to work with the automotive industry
- A Customer-oriented and Analytical mindset
- Thrives in a busy and dynamic environment
- Experienced user of Excel and the Office suite

Arbejdsgiver

Robert Bosch A/S

Telegrafvej 1

2750, Ballerup

Telefon: 44 89 89 89

[Besøg hjemmeside](#)

Kontaktperson

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Announce ID: 20275

**Ansøgningsfrist: Udløbet**

- Technical background within the Automotive industry would be advantageous
- Strong communication skills both written and verbal in Danish and English
- Good presentation skills and a proven track record of training
- We imagine you have experience as either a mechanic, service advisor, foreman, or similar

## ***Additional Information***

The position is located in Ballerup in a walking distance from Ballerup train station. A hybrid work form is also possible with flexible working conditions.

We offer an exciting job at an international company, which employs more than 420.000 dedicated employees worldwide and who is working at the forefront of technology. As part of Bosch you will be part of a company that has an employee-centric focus, where we value employee development and wellbeing and hence have several interesting offers and benefits. We offer e.g. a good and healthy canteen, physiotherapy, a good employee association with different events (sports, theater, bowling etc.) and a good health insurance incl. an attractive health package.

As we are eager to find our new colleague, we are reviewing incoming applications on a continuous basis. So please do not hesitate to submit your application and CV in English already today to come and join our team.

**The deadline is the 18th of August 2024.**

## ***Do you have any questions?***

Please contact Tom Hansen - Fleet Administrator [32 74 28 34](tel:32742834) or e-mail [Tom.Hansen@dk.bosch.com](mailto:Tom.Hansen@dk.bosch.com)

***We look forward to hearing from you.***