

# Equipment Administrator

## Job description

### QEHS & Compliance

- Respects Sarens' safety, quality, environment, and health rules according to document SNV.D.QEHS.037.E. If necessary, applies local prescriptions and regulations. The safety of individuals is our main concern;
- Shows the attitude of lean and continuous improvements in her/her organization;
- Makes safety suggestions/recommendations when and where appropriate;
- Ensures certification of all equipment and QEHS compliance for all maintenance related activities;
- Is responsible for making sure that all executed activities and processes are in compliance with Sarens' QEHS standards, policies, instructions, and local legislation.

### Main tasks

- Classification of equipment in ERP database;
- Identification and research of specific resources: check dimensions, weight & quantity;
- Creating specific resources in ERP database;
- Labeling of specific resources;
- Creating, administration and follow-up of equipment documentation: brochures, certifications, manuals, construction information, ...
- Ensures that technical documentation is kept up-to-date in the ERP system;
- Executes corrections of data in the ERP system where necessary;
- Follows up on non-conformities with local business units using actions plans;
- Maintains knowledge, and keeps up-to-date with new technologies and evolutions in the heavy lift business.

### Reporting

- Provides the required reports and necessary information punctually to higher management.

## **Profile**

### **1. General Competences**

- Education: Bachelor Degree in Engineering or equivalent through experience
- Good understanding of sector and/or region
- Experience: More than 3y of experience in sales, preferably in project sales and in an international context.
- Languages: English + language of the country where person is based and language main customer list is an advantage
- Computer: MS Office (Word, Excel, PowerPoint as a minimum), CRM, ERP software (Navision, SAP or Axapta)

### **2. Technical Competences**

- In-depth technical knowledge of industrial equipment assembly and mechanical works
- Basic knowledge on all Sarens equipment : existing techniques, working methods, limits, advantages and disadvantages
- Methodological and interpretation skills to have good understanding of customer needs

### **3. Behavioural Competences Networker**

- Strong communicator
- persuasiveness
- Team player
- Accountability
- Client Oriented
- Active listener

## **We offer**

an attractive salary in an international environment

## **Contact**

If interested please apply online

<https://sarens.hr-technologies.com/content/jobpage.asp?a=DETAIL&jdkid=826&l=ENGLISH>