

## MPS MENA Customer Service Representative Jobs In Dubai | SLB

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Company: SLB

Location: dubai

Category: other-general

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Responsibilities

Manage the communication with the S&C department and process all customer orders and shipment of products and ensure optimal practices for all processes in Middle East and North Africa.

Verify all ordered lines and prepare order reports on a weekly basis.

Manage all shipments (inbound and outbound), respond to all inquiries for the overall status of the order and resolve all customer issues and prepare efficient schedule for key requirements.

Handle all exchange orders, part number creations, credit memos etc.

Build sustainable relationships of trust through open and interactive communication

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## Requirement

Years of experience required: 5+ years of relevant experience.

### Strategic Planning

Prior work experience in EPCs, Engineering Consultancies, Production Facility Engineering, Process Safety.

Generating orders and reviewing them to ensure completion at desirable OTD levels

Bachelor's Degree in Engineering or related

English – Fluent

Excellent SAP & MRP skills

Proactive and self-driven

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