

## Service Coordinator - PT

### Main Responsibilities

- Plan required interventions on the O&M plant portfolio
  - Coordinate Service Technicians interventions
  - Manage HR aspects of the Service Technicians
  - Coordinate preventive maintenance activities
  - Report intervention performance to management
  - Manage meetings with costumers (on a weekly to monthly basis)
  - Manage service stocks
  - Manage material ordering and associated preparation with suppliers
  - Manage invoicing to/from clients and suppliers
  - Coordinate insurance claims
  - Keep a rigorous reporting process on issues and interventions
  - Contribute to on-going learning on overall system optimization and cost reductions
- Activities in conjunction with the Group Service Center:
- Remote control on Site operation
  - Periodic reporting to customers in line with agreements

### Profile

- Preferably: engineering degree in electrical/mechanical systems
- A plus : relevant experience in O&M in the Photovoltaic sector
- Team worker
- Ability to prioritize in a continuously changing environment
- IT: Network protocols, SQL, Mysql, VBA, Python, Json and R.
- Excellent communication skills in both written & oral, face to face and telephone
- Fluent in English (mandatory) Good knowledge of Dutch and French
- Strong analytical, planning & organizational skills
- High attention to detail required
- Ability and willingness to travel to sites and Group meetings
- Valid driver's license

### We offer

- A financially stable company in a dynamic market environment
- A company with respect for the environment and values sustainability
- An interesting function with lots of variation and potential for initiative
- International contacts
- Competitive salary with extra benefits

### Interested?

Send your resume and motivation letter in English to:

[Recruitment@Ikaros-solar.eu](mailto:Recruitment@Ikaros-solar.eu)

**Ikaros Solar,**

Established in 2006, it is one of the  
top companies in Belgium in the  
photovoltaic sector.

### Ikaros International Services

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