



DEKRA India Private Limited with offices in Mumbai, Pune, Delhi, and Hyderabad, is a part of the DEKRA SE Group. Headquartered in Stuttgart, Germany, DEKRA is one of the world's leading professional safety firms. With over 44,000 employees in 50 countries, DEKRA has been active in the field of safety and testing since 1925.

We are now looking for a candidate for Administration and coordinator role as part of our team in Product testing and industrial inspection division. This is an excellent opening for bright young person with an appetite to learn and grow. The vacancy is in our office located at Pune.

**Qualification, Experience & Skills required:**

1. Bachelor's degree: BCom/BA
2. Minimum 4 years of experience in the given industry
3. Good track record in market
4. Excellent negotiation skills
5. Decision making abilities
6. Knowledge on administration and co-ordination activities in TIC industry is preferred.

**Job Description.:**

- Co-ordinate with the internal and external stake holders for the Product Testing & Certification.
- Supporting to sales and marketing team.
- Preparing the quotation and follow ups with the customers
- Keeping track of the enquiries and reporting to on weekly basis
- Keeping the track of order booking and invoicing month to month.
- Keeping the track of ongoing projects.
- Preparing the AOC with co-ordination with technical team and sharing to customer on approval from respective engineer or PT head.
- Co-ordinate with DEKRA Overseas Labs and Indian lab for quote and schedule purpose.
- Tracking the payment from customers and also payment to overseas entities.
- Supporting the admin activity for inwards and outwards of the EUT/DUT
- Support in admin activities for courier of document.
- Supporting to the HQ India for accounts and admin for Pune office
- Supporting admin activities for Pune office like payment of light bills+ salaries for local staff.

In addition, you must be pro-active, have excellent language and inter-personal skills and the ability to communicate effectively both verbally and in writing. You must be willing to work with various teams at client location in India and DEKRA global offices and be able to handle time pressures.

**Salary: Negotiable.**

DEKRA provides an exciting & stimulating work environment and an opportunity for rapid career progression. We provide our employees with regular training and knowledge and encourage them to implement original and unique solutions. Our compensations match the best in the industry.

**Please send your applications within 7-days in strict confidence to:**

**Anand Kulkarni: GM-PT**

[Anand.kulkarni@dekra.com](mailto:Anand.kulkarni@dekra.com)