

SÃO PAULO, BRAZIL

FIELD ADMINISTRATOR

YOUR OPPORTUNITY

Sidel is looking for a Field Administrator of the site activities, supporting Field Service Engineers and Installation Site Manager teams.

YOUR SCOPE

- Provide logistical support to ISMs/FSEs, such as travel arrangements, visa applications, mission preparation documents;
- Manage ISMs/FSEs job expenses reports and time sheets;
- Manage Purchase Requisitions (PR / P.O's) in SAP for the internal ISMs/FSEs and Service activities for the external;
- Actively monitor and control risk related to FSEs' activities on site;
- Manage and collect data for ISMs/FSEs activities reporting;
- Ensure effective utilization of FSEs management tools, such as Pulse, SAP, FSM, Core;
- Report on working time, EFFORTS tracking, Occupation rate, KPI, cross border and visas control, mapping skills, training follow up, forecasts, hours and costs conciliation (weekly/monthly)
- Perform FSE data follow up in the portal;
- Perform goods receipt for external FSE's;
- Collect and control all cost related to intervention, such expenses reports, supplier invoices, JPC worksheets, airfare; post in ERP and send to requestor (Brazil or Abroad);
- Validate cost, ready to bill and update Service and/or Sales Order if required;
- Perform other general administrative duties, like EPI's, Tools, FSE x customer documentation control and traffic tickets control.

YOUR PROFILE

Level of education and languages:

- Professional qualification in logistics and/or general administration.
- Intermediate level English

Required experience and skills:

- 2~3 years of experience in the general administration;
- Good understanding of Sidel business context;

CONTACT

If you are interested in our proposal, please send your CV/resume with cover letter to:
Denise Fernandes, Human Resources Manager, by e-mail:

denise.fernandes@gebocermex.com