



# Customer Service & Fleet Assistant

PNO Norway

PNO is the Nordic's largest trailer rental company. We are a family-owned company established in 1975 with our head office in Copenhagen, and with branches in Helsinki, Oslo, Helsingborg in Sweden, Horsens in Denmark, and Venlo in Holland.

Our purpose is to lead the transition to sustainable freight, and we strongly believe that PNO can be a key driver of change in the logistics industry. To best serve our customers in the Norwegian market, we are expanding our scope and looking for a candidate based in Norway.

## **About the job**

You will work from our office in Langhus and work closely with the local team as well as the teams in the other PNO territories. As Customer Service & Fleet Assistant, your focus centers around operational coordination and processes ensuring a positive rental experience for our customers. You will manage and support the day to day administrative tasks from the internal team, customers, and suppliers. You will route sales opportunities to the appropriate internal team. You will also identify and communicate potential problems to the relevant parties and provide solutions on your own and in cooperation with others. To be successful in this role, you will have to work in a structured manner to ensure timely and professional deliveries to internal and external requests from the various teams. The overall goal is to contribute to establishing and growing our business to achieve long-term success for PNO in Norway.

At PNO we are looking for smart people who are curious at heart and always looking for new ways of doing things. In a nutshell, we are a human-centered organization looking for team players who bring their honest selves to work every day.



## Skills & experiences

- A high degree of self-motivation
- Attention to details - is timely and effective with operational processes
- Excellent communicative and interpersonal skills
- The ability to multitask and prioritize
- Great problem-solving skills in relation to customer and/or supplier issues
- Independent, but a team player
- Responsible and dedicated to the tasks and the team

## Background

- Customer service (administrative) and fleet experience
- A vocational degree is desired

## Benefits

- Competitive salary and meaningful work
- Health insurance and a competitive pension plan
- Flat and dynamic organization
- Ongoing career development

## How to apply

Send your formal application and resume to Solvej Lee Ørnstrand, Head of People, Communication, and Sustainability, at [solvej@pnorental.com](mailto:solvej@pnorental.com).

We are reviewing applications as they come until we find a match.



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