



Fleet & Rental Assistant

PNO SWEDEN

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 branches in Sweden, Germany, Holland, Norway, Finland, and Poland.

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 Swedish market, we are expanding our scope and looking for a Fleet & Rental Assistant based in Helsingborg.

About the job

You will work from our office in Helsingborg and work closely with the local team and the teams in the other PNO territories. As a Fleet & Rental Assistant, your focus centers around operational coordination and processes, ensuring a positive experience for our customers. You will manage and support the day-to-day administrative tasks of the internal team, and customers. 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 Sweden.

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 detail - is timely and effective with operational processes
- Excellent communicative and interpersonal skills
- The ability to multitask and prioritize

- Great problem-solving skills
- A team player
- Responsible and dedicated to the tasks and the team

Background

- Customer service (administrative) experience
- A degree in logistics, business administration, or vocational degree, is desired

Benefits

- Competitive salary and meaningful work
- 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.

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

PNO is committed to providing employees with a work environment free of discrimination. We are committed to working with people of every race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, status as an individual with a disability.



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