

Group Operations Coordinator

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 Germany, Finland, Norway, Sweden, Denmark, Holland, 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. We're a B Corp-certified company, committed to putting people and the planet first while fostering an inclusive and supportive workplace.

ABOUT THE JOB

In operations, we handle rental agreements, trailer repairs, customer inquiries, warranty cases, insurance claims, vendor relations, and much more. This is done in collaboration between a small head office team and operation coordinators placed in each of our branches.

A key part of this role is to maintain and develop our process documentation and knowledge libraries, contact lists, etc., so that everyone on the team knows what to do and when. Besides that, you will act as an internal support to the operations team. This means becoming a super user of our systems and helping with cases that require more extensive coordination. Finally, you will liaise between operations and our key vendors (like insurance, tires, etc.) and participate in tender efforts. There will often be more ad-hoc projects as logistics operations are not the same every day.

To be successful in this role, you must be a team player who can engage with different parties and drive toward a practical conclusion that works. You must work in a structured manner to ensure timely and professional deliveries. Getting things done is an important aspect of both PNO and this role in particular, so you should not shy away from rolling up your sleeves when needed.

SKILLS, EXPERIENCES & BACKGROUND

- A high degree of self-motivation and a proactive attitude
- Used to taking ownership and getting things done
- Strong experience in solving practical problems with what is available right now
- Open to learning new areas, tools, etc.

- While you should not be a lawyer or an excel guru, experience handling contracts and vendor quotations from a practical standpoint is important
- Either a bachelor's degree or 5+ years of relevant experience are required.

BENEFITS

- An organization with smart and thoughtful individuals
- Flat and dynamic organizational culture
- Competitive salary and meaningful work
- Company healthcare insurance and pension plan

THE INTERVIEW PROCESS

1. Meet & greet with Head of Service, Jan Bo Eriksen and Head of Operational Development, André Palma.
2. Personality test and an interview with our COO, Ask Holme and CIO, Solvej Lee Ørnstrand.

HOW TO APPLY

Send your formal application and resume to our Recruitment Coordinator, Ibrahim Ces, at ibrahim@pnorental.com. We encourage you to view our [videos](#) before submitting your application. 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.

<https://pnorental.com/>
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