

## ICTS Group – Shared Services Administrative Officer

### Job description:

ICTS is an international service organization active in trailer rental, truck and trailer maintenance, repair, field services and 24/7 breakdown. To support the expansion of truck services alongside existing trailer activities, ICTS is looking for a Shared Services Administrative Officer to strengthen service administration and quality-related processes in Ghent.

#### Main tasks:

- Administrative support for truck and trailer service operations.
- Verification of service documentation (photos, labour hours, parts used).
- Support of internal quality control processes.
- Review and administration of job cards for completeness and accuracy.
- Registration and updating of service data in ERP and workshop management systems.
- Identification and follow-up of missing or unclear information.
- General administrative support for workshops and field service activities.
- Maintenance of structured and accurate digital documentation.

*Additional responsibilities may be added gradually over time, depending on your experience, training progress, and personal development.*

### Your profile:

- Basic administrative skills with strong attention to detail.
- Comfortable working with computers (ERP systems, basic Excel, e-mail).
- Basic knowledge of truck and trailer construction and operating principles is mandatory.
- Structured way of working and ability to follow procedures.
- Good organizational skills and reliability.
- Basic knowledge of Dutch and English, both spoken and written.
- Motivation to develop within a technical service environment.
- Previous experience is not required, motivated starters and graduates are welcome.

### Our offer:

- Full-time position within an international service organization.
- Structured onboarding and step-by-step training.

- Opportunities for growth into service administration or coordination roles.
- A competitive salary based on your skills and qualifications.

<http://www.icts-group.eu>