

**QUALIFICATIONS AND JOB DESCRIPTION**

Being French based company TRIGO Group has been providing quality control services to automotive and other industrial sectors in 26 countries with more than 10.000 personnel. Turkish branch of the group, TRİGO Çözüm provides quality control and inspection services in especially automotive sector, and looks for site analyst to be employed in ever growing Bursa and Gebze branches, the specifications and job description areas follows;

* Bachelor Degree in Engineering Department (Industrial, Mechanical);
* Min 2 years experience in fields of related
* Proficient in MS Office (Excel, Word, PowerPoint) programs and Data Analysis / Reporting,
* Strong planning and organization skills,
* Willing to self-development, work with high discipline and meet the deadlines,
* High level of coordination and communication skills with customer satisfaction focus.
* High sense of responsibility, urgency, and ability to handle multiple tasks in a deadline-oriented environment
* Fluency in English with certification or proficiency degree
* Male candidates’ completion of military service is a must
* We are looking for employee for Bursa ,Gölcük and Gebze location.

**JOB DESCRIPTION**

* Customer communication - mission order, work instruction, reporting, customer feedback, KPI follow up.
* Internal communication- daily coordination with Site Management, retrieve, analyses and reports site team’s availability, performance, cadence, KPI follow up, attend internal meeting
* Documentation – OH&S (Occupational Health and safety), Purchasing,Financial
* Generates daily, weekly site reports, site KPI’s follow up by using Trigo Group specific ERP system, supportive programs, and platforms,
* Update site inventory and follow the supplies based on Trigo Group Purchasing procedures
* Working in cooperation with other units to reach the established performance targets,
* Working closely with IT, HR, and Finance

**PREFERRED CANDIDATE**

**Years of Experience:**

At least 2 years of experience

**Military Status:**

Completed

**Languages:**

English (Reading: Advanced, Writing: Advanced, Speaking: Advanced)

**POSITION INFORMATION**

**Job Type:**

Permanent / Full-time

**Position Level:**

Medium Level Manager

**Number of vacancies:**

2

**Job Location:**

Bursa, Gebze

**FİRMA BİLGİLERİ**

[**https://www.trigo-group.com/en**](https://www.trigo-group.com/en)

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