



Junior Professional Service Coordinator

Rome

About Telemar

For over 75 years, our maritime journey has been fuelled by expertise and innovation. We're not just a service provider; we're offering a dynamic blend of bridge electronic solutions, onboard and maintenance services.

We don't just adapt; we thrive on constant innovation. Telemar is an expert partner who supports more than 3,000 vessels, rely on our tailored services. We're not just about cutting-edge technology; we're a navigational ally, enhancing safety and operational efficiency by keeping costs down.

Role Overview

We are seeking a Junior Professional Service Coordinator to join our Service team. This role involves operational coordination of technical activities onboard vessels, acting as a key interface between technicians, suppliers, and clients for navigation and communication equipment interventions.

Location

Rome

Contract

National Collective Agreement for Telecommunications

Duration

6 months (Fixed-term contract aimed at permanent placement in the company)

Qualification, skills & requirements

Main Tasks:

Key Responsibilities:

- Manage technical assistance requests (both national and international)
- Analyze faults with technicians and verify spare parts availability
- Coordinate suppliers, manufacturers, and international network partners
- Prepare cost estimates and open service requests
- Oversee interventions from start to finish and send detailed reports to clients
- Approve invoices, manage returns, and support the billing process
- Collaborate with accounting on payment reminders
- Analyze and manage technical disputes when they arise

Skills to Develop:

- Planning and priority setting
- Operational communication and client/supplier relationship management
- Practical problem-solving
- Accuracy in documentation
- Ability to work under pressure and as part of a team

Our Commitment

Our Corporate Social Responsibility approach is part of the Marlink DNA to develop our business and people operate responsibly. Marlink has incorporated and respects the Ten Principles of the UN Global Compact into our strategies to establish a culture of integrity, value, trust and innovation.

The Marlink Group is a transnational organization and considers cultural diversity as one of its greatest strengths. Additionally, we support diversity in race, gender, religion, national origin, political opinion, sexual orientation, social origins, age and physical or mental character.

Minimum Requirements:

- Technical diploma (electronics, IT, telecommunications, nautical) or a short degree in engineering, logistics, or related fields
- Good command of English (manuals, emails, interfaces)
- Fluent in Italian and English; additional foreign language is a plus
- Team spirit, autonomy, and strong attention to detail

Why Apply?

- This is a key role in a solid, international company offering real growth and training opportunities in a fast-evolving sector.

In support of

WOMEN'S EMPOWERMENT PRINCIPLES

Established by UN Women and the
UN Global Compact Office

WE SUPPORT



Interested?

Please send your CV including possible start date and location to:

hr.it@telemargroup.com

REF: Junior Professional Service Coordinator_Rome

We look forward to receiving your job application!