

Dynapac – Job Market

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Dynapac Job Market

- All Dynapac vacant positions to be posted on www.dynapac.com
 - Internal candidates to be given priority.
 - All local entities are responsible for posting and uploading their ads via Dynadoc
 - See instructions

- Senior positions and other applicable vacant white collar also to be posted on **LinkedIn.**
 - Local HR manager responsible for uploading. If no access Christina will be supportive.
 - No Dynapac agreement exists. All entities pay locally for the ads they post and for the period they find applicable.
 - Joe Marino at Communication is responsible for Dynapac Group page on LinkedIn.

- Dynapac – Job ad template

Boiler plate and banner– Company presentation to be used in all ads

■ **Boiler plate:**

Dynapac is a leading supplier of high tech soil and asphalt rollers, pavers and milling equipment, committed to strengthen customer performance. Dynapac is represented worldwide via its own regional sales- and service offices, and cooperates with an extensive and professional distribution network. Headquartered in Wardenburg, Germany, Dynapac has production facilities in Europe, South America, and Asia. Dynapac is part of the FAYAT Group.

■ **Banner:**

Your partner on the road ahead!

Dynapac Job Ad - Template

- Template shared with all enties as a role model
- Updates and changes can me made locally.



DYNAPAC
FAYAT GROUP

AFTERMARKET MANAGER
Dynapac UK and Ireland

Job description
We are looking for an experienced service professional as Aftermarket Manager to handle field service operation and support in UK and Ireland. As an aftermarket professional, you will be responsible for service operation for the region as well as parts sales for this region.

Main responsibilities are:

- Responsible for service operation to maximize customer satisfaction in the region which has a large fleet of road construction equipment.
- Plan and implement market coverage by adopting fleet management in your region to grow aftermarket business.
- Ensure service planning to maximize service utilization, to achieve zero service variance.
- Promote value added service and develop service products to develop more proactive service products.
- Ensure optimum stock for parts and improve co-ordination with distribution center at [Uganda](#) for better availability and reduced stock obsolescence.
- Ensure effective warranty reporting to product companies and support reduction in quality cost.
- Develop competence development of CC technician by implementing training plans.

The position will operationally report to the General Manager.

Mission:
Develop the profitable aftermarket business, by improving proactive service with focus on improving customer satisfaction. You will help improve operational result in these markets with focus on service utilization as well as stock management.

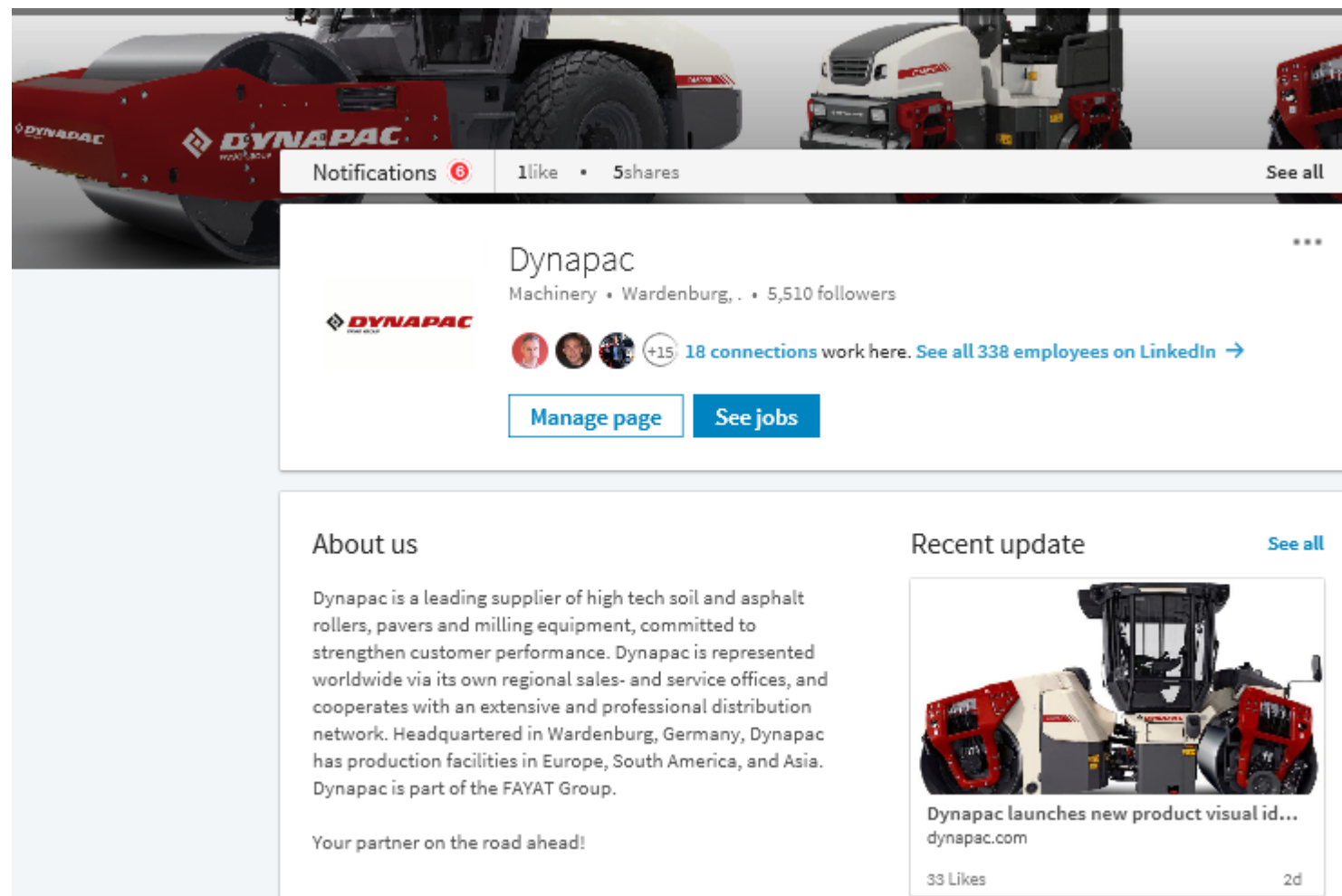
Educational requirements:

- We are looking for a candidate with a bachelor's degree in business /engineering or equivalent.
- We are looking for a person with good knowledge in aftermarket operation.
- Good understanding of Road construction market as well as customers
- Understanding of aftermarket tools, BPCS as well as MS Office; PPT, Word, Excel
- You should have good people management skills.
- Fluency in English both oral and written is a must.

Experience/Knowledge:
We are looking for experienced person with service experience and customer oriented thinking. A good awareness of the Road Construction business/ product range is preferred to implement a good customer support strategy. The candidate should have a good knowledge of service operation. The job will involve travel within the responsible region and close interaction with customers. The candidate should have effective communication skills.

LinkedIn

Updated Dynapac Company page



■ Actions:

- Review your own profile and update belonging to Dynapac and Fayat Group.
- Use Dynapac back-ground picture (see sample)
- Upload all relevant white collar local ads on LinkedIn.
 - Local HR responsible for upload and payment of ad.
 - Recommended 10-20 days
 - Cost for LinkedIn appr. 10 Euro per day published

■ If questions:

- Company page: Joe Marino
- General: Christina Wagstrom
- Other LinkedIn support center

Dynapac – Job site

To be considered before publishing a vacancy on the career site

■ **Language and other**

- If you also want to reach out to international candidates please write the ad in English
- Job advertisements shall always be written in such a way that interested candidates can see what competence is required (knowledge, experience, personality)
- Avoid abbreviations and safeguard that the ad is non-discriminating

■ **Application period**

- Agree application period with recruiting manager and try to keep it open between 2-3 weeks as applicants anyhow as a tendency to apply last days.
- If you want to start interviewing and recruiting although application period is still open. Inform clearly about this in the ad.

■ **Boiler plate – company presentation**

- Always use our boiler-plate and company presentation.

■ **Fair treatment**

- All candidates are to be treated fairly and given appropriate feedback to their applications. We believe in equal opportunities

Dynapac career site

User guide

DYNAPAC CAREER SITE

- Job adverts are checked in at Dynadoc:
<http://dynadoc.dynapac.com/>
- Job adverts are published externally on Dynapac Career Site:
www.dynapac.com/careers

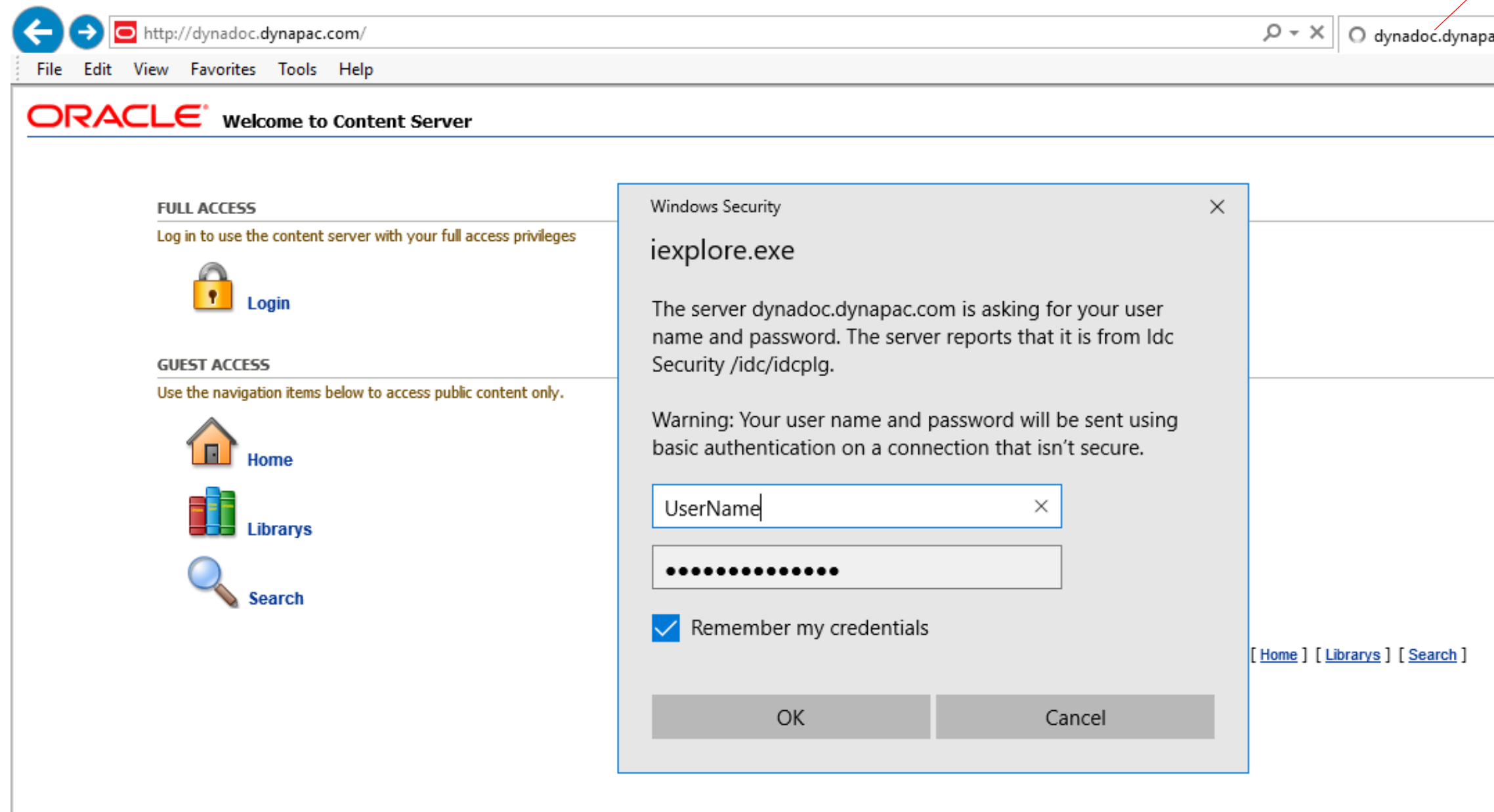
CHECK IN A NEW JOB ADVERT IN DYNADOC

Login to Dynadoc: <http://dynadoc.dynapac.com>

dynadoc login:

Please note that the Dynadoc login is not the same as your Windows login. An e-mail with login information is sent out when the user account is set up and activated.


If you miss the login username/password, please send an e.mail to peter.eriksen@dynapac.com



CHECK IN A NEW JOB ADVERT IN DYNADOC

Check in advert:

Atlas Co

Full text and Meta data 

Home

Search

New Check In

My Profile

Help

Add To Favorites

Refresh

My Dynadoc

Browse Content

Search

Content Management

Dynapac Job Market

- External job Market
- Check In New Job Ad
- Search Job Ad (for update)

Content Check In Form for Job advert

* Job Title

* Country

* Functional Area

* Publish Date

2017-09-18 15:36

* Apply before

* Internal/External publishing

External

* Send application to (e-mail address)

* HR-manager

* Recruiting manager

Primary File

☐ Metadata Only

Browse...

Format

use default

Check In

Reset

Quick Help

Fill in all required fields

Browse fire Job Advert file to be uploaded (Word doc.)

Press the Check In button to upload to the Dynapac Career Site

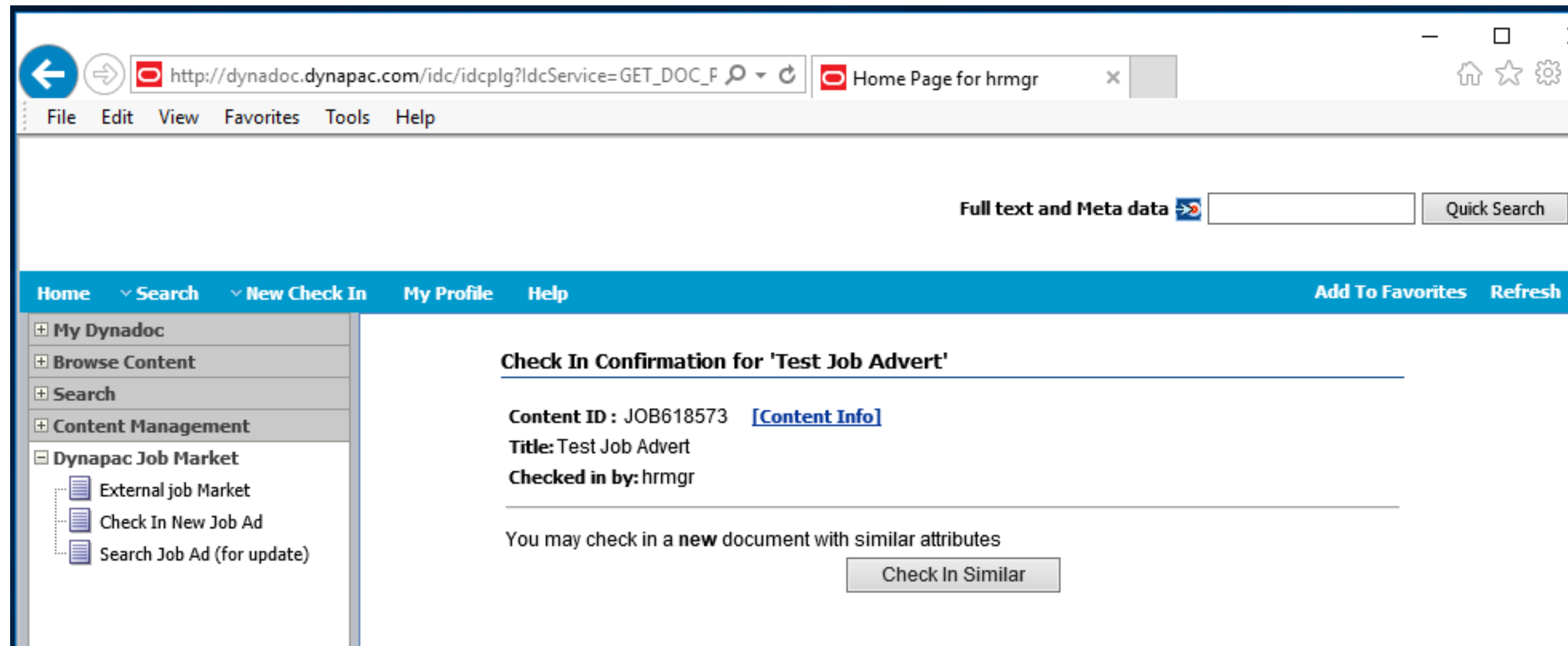
Date and Time when advert will be published

External – Published on Dynapac.com
Internal – Internal (available in Dynadoc)

Internal can be set for draft and then be updated to External

CHECK IN A NEW JOB ADVERT IN DYNADOC

Check In confirmation:



CHECK IN A NEW JOB ADVERT IN DYNADOC

View published adverts on the Career site:

←

→

http://dynadoc.dynapac.com/idc/idcplg?IdcService=GET_DOC_PAGE&Action=G

Home Page for sysadmin

Home Page for sysadmin

File Edit View Favorites Tools Help

Full text and Meta dataQuick Search

HomeSearchNew Check InMy ProfileHelp

Add To FavoritesRefresh

My Dynadoc

Browse Content

Search

Content Management

Administration

Parts and Drawings

Supplier Portal Links

Dynapac Job Market

External Vacant positions

Check In New Job Ad


Search Job Ad (for update)

Info	Title	Country	Functional Area	Date	Apply before	Send Application
	Test Job advert	Sweden	Information Technology (IT/IS)	9/19/17 8:	9/21/17 12:00 AM	firstname.lastname@dynapac.com

When your job ad has been checked-in it is fully visable on our web career site.

CHECK IN A NEW JOB ADVERT IN DYNADOC

...or viewed from the [Dynapac.com/careers](https://dynapac.com/careers) site:



KNOWLEDGE

CAREERS

CONTACT

NEWS

MYDYNAPAC TOOLS

GLOBAL / ENGLISH

HOME

COMPACTION

PAVING


MILLING

AFTERMARKET

Q

VACANT POSITIONS

View current job opportunities






Vacant positions

How to join

Different types of jobs

JOB SEARCH

Info	Title	Country	Functional Area	Date	Apply before	Send Application
	Systemutvecklare	Sweden	Design & Development	9/28/17 12	10/27/17 12:00 A	helen.hindreus@dynapac.com
	RESEARCH ENGINEER	Sweden	Marketing	10/11/17 2	11/10/17 12:00 A	anton.steenari@dynapac.com
	Provningsingenjör	Sweden	Design & Development	10/18/17 9	10/31/17 12:00 A	hr.karlskrona@dynapac.com

UPDATE/CHANGE JOB ADVERT IN DYNADOC

Search for adverts to be updated:

The screenshot shows a web browser window with the URL <http://dynadoc.dynapac.com/idc/idcplg?IdcServ>. The browser's address bar and menu bar are visible. Below the browser window, the Dynadoc application interface is shown. The left sidebar contains a navigation menu with the following items: My Dynadoc, Browse Content, Search, Content Management, Administration, Parts and Drawings, Supplier Portal Links, and Dynapac Job Market. The 'Search Job Ad (for update)' option under the 'Dynapac Job Market' section is highlighted with a red box. A red arrow points from this box to the 'Search for Job advert' section of the main content area. The 'Search for Job advert' section includes a search bar with a 'quick help' link, a 'Search Forms' dropdown, and 'Search', 'Reset', and 'Save' buttons. Below this is the 'Full-Text Search' section, which has a text input field containing 'Sweden' and a search button. The 'Metadata Search' section is also visible. At the bottom, the 'Results Options' section shows 'Results Per Page' set to 20, 'Sort By' set to 'Release Date', and 'Descending' order. 'Search', 'Reset', and 'Save' buttons are also present at the bottom.

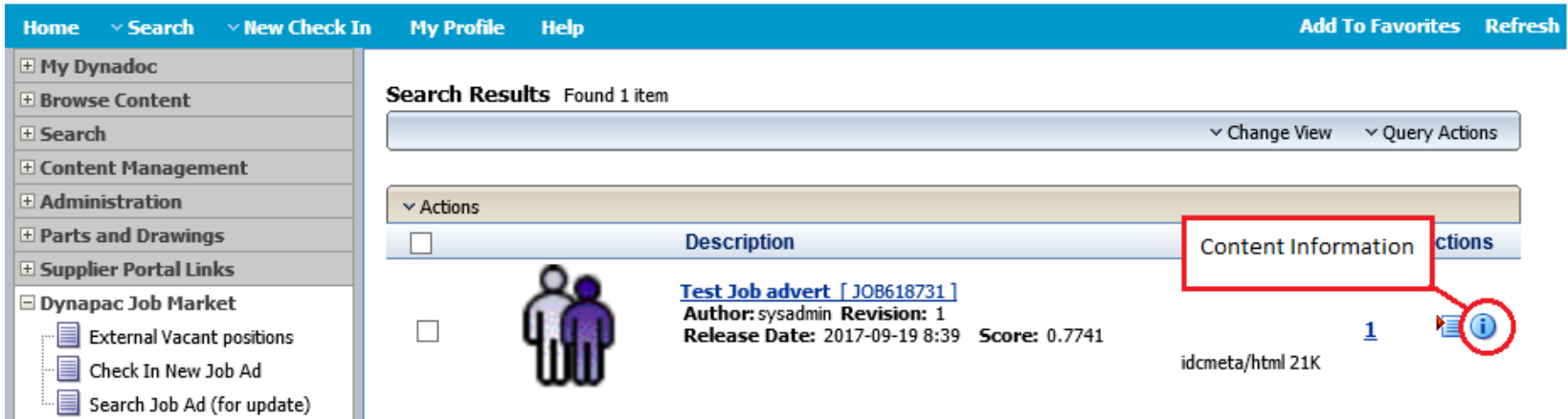
It is possible to search for any meta data information:

- Job Title
- Country
- Functional Area
- Manager / Names
- etc...

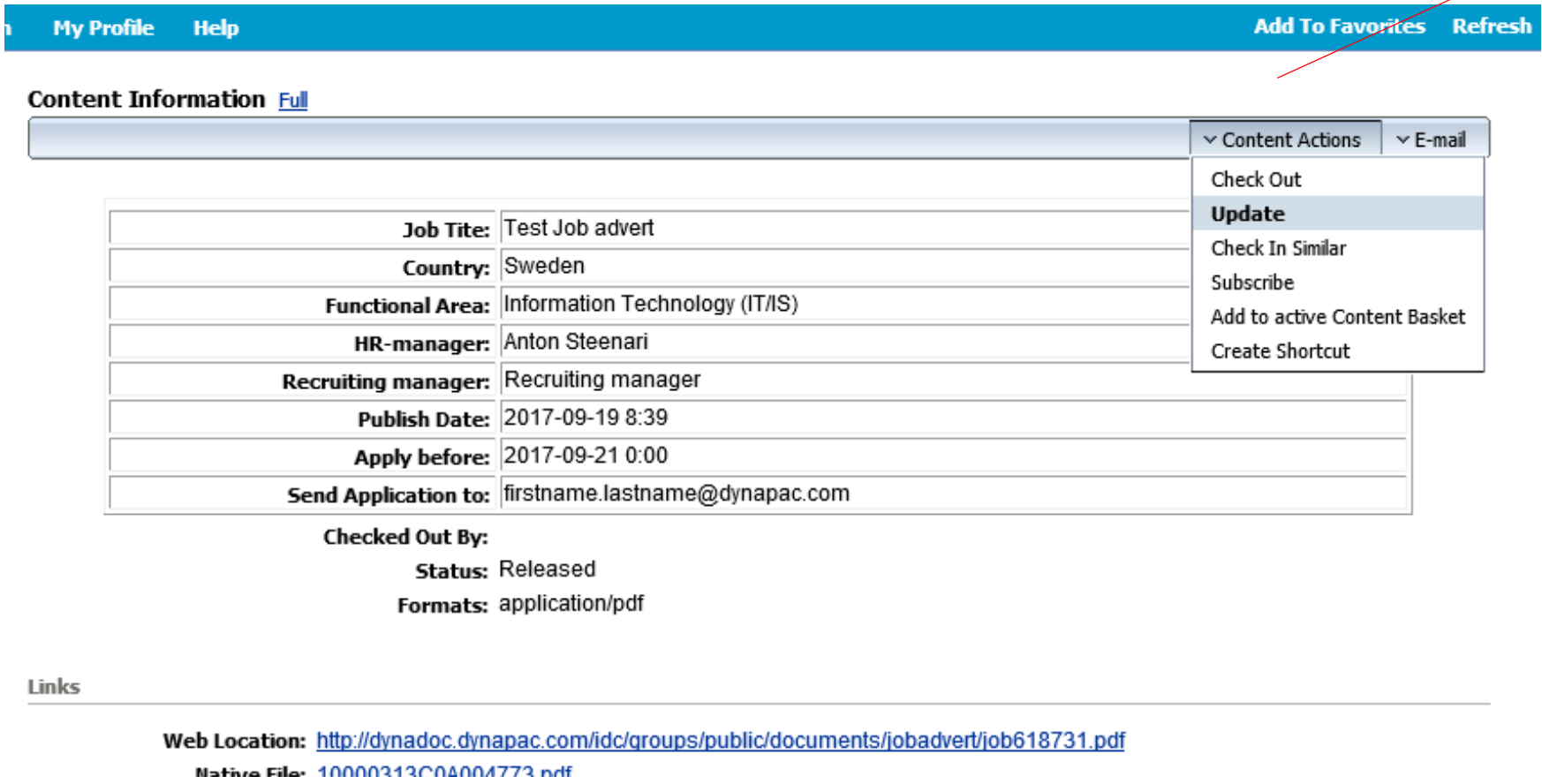
Or search for free text within the uploaded documents.

UPDATE/CHANGE JOB ADVERT IN DYNADOC

Search for adverts to be updated:



Content Information page:



- Content Actions:
- **Check Out** -When the advert file needs to be changed/replaced
 - **Update** -To only update meta data fields (No changed file) Meta data fields can be edited without uploading a new revision of the file.
 - Check In similar -To upload a new job advert. Meta data will be copied to the check In form for the new ad.
 - Check Out -To upload a new/changed file (- Subscribe/Add to active Content Basket - N/A)

UPDATE/CHANGE JOB ADVERT IN DYNADOC

Check Out and change a updated advert file:

Select the option Check Out on Content Information page:

Content Actions

E-mail

Check Out

Update

Check In Similar

Subscribe

Add to active Content Basket

Create Shortcut

Check In

My Profile

Help

Add To Favorites

Refresh

Check Out Confirmation

Title: Test Job advert

Content ID : JOB618731

Checked Out By: sysadmin

It is **strongly** recommended that you save the file to a directory other than the browser's default directory. Use the right mouse button on the link below to choose a save option.

Native File Link: [10000313C0A004773.pdf](#)

Click on the Check In button below when your edit is complete.

Check In

Check Out confirmation Page:

The original file (native file) can be downloaded, (save a temporary local copy) and changed.

Press the “Check In” button on the Check Out Confirmation to check in the new/changed file as a new revision.

(The Check In option is also available On the Content Action Menu when You have checked out an advert for editing)

Check In

My Profile

Help

Add To Favorites

Refresh

Content Check In Form

* Job Title

Test Job advert

* Country

Sweden

* Functional Area

Information Technology (IT/IS)

* Publish Date

2017-09-19 11:14

* Apply before

2017-09-21 0:00

* Internal/External publishing

External

* Send application to (e-mail address)

firstname.lastname@dynapac.com

* HR-manager

anton.steenari

Anton Steenari

* Recruiting manager

Recruiting manager

Original File

10000313C0A004773.pdf

Primary File

☐ Metadata Only

C:\Users\SFTpee\Desktop\Inchecknin

Browse...

Check In

Reset

Quick Help

Content Check In form:

Browse for the new/changed file to be uploaded as new revision.

Meta data fields can also be changed when checking in a new revision

Press the “Check In” button to check in and upload the new revision of the advert.

UPDATE/CHANGE JOB ADVERT IN DYNADOC

Update meta data fields (no changed file):
Select the option Update on Content Information page:

Add To FavoritesRefresh

Content ActionsE-mail

Check OutUpdateCheck In SimilarSubscribeAdd to active Content BasketCreate Shortcut

My ProfileHelpAdd To FavoritesRefr

Info Update Form for 'Test Job advert' [Full]

* Job TitleTest Job advert

* CountrySweden

* Functional AreaInformation Technology (IT/IS)

Publish Date2017-09-19 11:14

* Apply before2017-09-21 0:00

* Internal/External publishingExternal


* Send application to (e-mail address)firstname.lastname@dynapac.com

* HR-manageranton.steenariAnton Steenari

* Recruiting managerRecruiting manager

Submit UpdateResetQuick Help

Info Update Form:
Meta data fields can be edited without uploading any new revision of the file.
When finished editing: Press the “Submit Update” button

**DYNAPAC**
FAYAT GROUP

***Your Partner
on the Road Ahead***