

Customer Fulfillment Administrator – English, French and Arabic language

Information about the position

Place of work: Bratislava

Contract type: full-time

Job description, information about the position

- execute defined maintenance processes, in line with business controls and meet business objectives
- maintain client relationships by supporting the maintenance fulfillment process
- taking ownership of problem resolution in this process
- accurately handling processing/transaction requirements
- applying effective research techniques
- promoting client satisfaction and sales productivity

Other benefits

- Flexible working time
- Three additional vacation days
- Up to three self-recovery days
- 100% sick leave compensation
- Medical sanatorium, flu vaccination, eye screening
- Life Insurance
- Subsidized meal-tickets
- Annual performance bonus payment
- Relocation bonus
- Long term career development and possibility of internal rotation
- Training programs - classroom based training and 5000 e-learning course

Company on whose behalf the position is being filled

Information Technology

The following company is one of the world leaders in IT business.

Required education

- Secondary with leaving examination
- Follow-up/Higher Professional Education
- University education (Bachelor's degree)
- University education (Master's degree)

Language skills:

English - advanced **and** French – advanced **and** Arabic - advanced

The position is suitable for a fresh graduate:

Yes

Personality pre-requisites, additional requirements

We are looking for a responsible and reliable person, problem-solving, motivated and pro-client oriented, who would be able to work under the pressure and satisfy the clients' needs.

Advertiser

Personnel agency providing following services: HR Consulting, job brokerage, arranging study visits

The company is a holder of a license to offer recruitment services.

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Contact:

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