# arvato BERTELSMANN

## **German Customer Service Advisior**

#### Location: Szczecin

The Customer Service Advisor is responsible for handling customer queries (phone and e-mail) and supporting individual and business clients in both incoming and outgoing communication. There are no sales involved.

#### OFFER:

Benefits:

- opportunity to gain experience in a large multinational company
- competetive salary
- support in relocating including relocation allowance
- benefit system including sports, medical and leisure
- friendly and supportive work environment
- access to career paths within company structure via internal promotion system

### JOB DESCRIPTION / REQUIREMENTS:

#### **Requirements:**

- fluency or very good knowledge of German
- good knowledge of English
- computer literacy, excellent written and verbal communication skills
- general IT knowledge (Windows, MsOffice, Internet Explorer)
- commitment to customer service
- proactive and positive approach
- responsibility in processing customers' data (business and individual customers)
- ability to multitask
- experience in working with business clients or a call center experience would be an advantage