

Customer service collaborator

We are looking for new customer service collaborator who will provide client support into ours Budapest office.

Job description, tasks

- Keep contact with the customers and the clients
- Receiving customer e-mails or phone calls
- Providing information, giving assistance to the clients
- Taking the new orders
- Administration

Requitements

- Minimum intermediat qualification
- Excellent communication and customer handling skills
- Exellent problem solving skills
- Customer oriented personality
- Good PC skills (word, excel, internet)
- Experience at any customer service is an advantage

In case you are interested in the above position, please send us your curriculum vitae to tupi.eniko@activesoft.hu e-mail address.