

# Case Coordinator for HPE Account

Adecco is a Fortune Global 500 company and the global leader in HR services. The Adecco Group connects over 500,000 external colleagues with clients each day through its network of more than 6,600 branches, with 34,000 full-time employees in over 60 countries and territories around the world.

Today we are giving you the chance to build a career in our company at the position of **Case Coordinator for Hewlett Packard Enterprise**.

## Requirement:

- University degree;
- English – minimum B2 level;
- Experience in working with Microsoft Office;
- Excellent communication and organization skills;
- Experience in working with Customer Relations Management (CRM) systems and/or Case Management Tools is an advantage.

## Responsibilities:

- Communicate effectively in English Language: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem;
- Develop new and unique ways to improve operations of the organization and to create new opportunities;
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness;
- Positively influence others to achieve results that are in the best interest of the organization;
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization;
- Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

## We offer:

- Competitive remuneration package;
- Work in a multinational corporate environment;
- Standard working time;
- Food vouchers;
- Additional health coverage;
- Opportunity to work in a friendly team.

**If you see yourself in our role, send your CV in English to [Adecco.BG.IR@adecco.com](mailto:Adecco.BG.IR@adecco.com)**

Only short-listed candidates will be contacted. All applications will be treated in strict confidentiality.  
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