



AUTOMOTIVE CUSTOMER SERVICE REPRESENTATIVE

Main responsibilities:

- Records and processes orders received by mail, telephone and /or through personal customer contact in the system;
- Provides pricing, availability and schedule information within established guidelines;
- Serves as a communication link between customer and sales staff to assure responsiveness;
- Tracks order activity and alerting appropriate staff of any potential delivery problems;
- Providing daily & weekly reports.

Candidate requirements:

- University degree;
- Good communication and organizational skills, able to work in a team environment;
- Excellent attention to detail and accuracy, ability to multi-task;
- Ability to work under pressure and to deadlines;
- Experienced user of MS applications;
- Very Good command of English both written and oral;
- Knowledge of SAP will be considered a plus.

The Company offers:

- A competitive remuneration package and bonuses based on individual performance;
- Continuous training;
- Opportunities for development in a dynamic and growing international group;
- Opportunities to observe best practices and further develop your professional expertise.

If you are interested, please send your CV to mgeorgieva@etemgestamp.com

Let's design the future together!