

Customer Service Representative

Our client:

A multinational company, active in the FMCG industry.

Role & Responsibilities:

- Processing of Sales and Purchase Orders within SAP
- Handling of all administrative work and data maintenance in order to ensure accurate order output
- Preparation of invoices, order acknowledgments, packing lists and all related documentation according to requirements
- Preparation of credit and debit memos
- Preparation of instructions to forwarders/carriers
- Establishment, control and legalization of necessary documents (certificates of origin, etc.)
- Coordination with factories and warehouses to ensure product availability
- Handling of customer complaints and litigations
- Follow-up on issues related to Accounts Payable and Accounts Receivable

Profile:

- Commercial diploma, CFC or equivalent degree
- 3-5 years of professional experience in a similar position within an FMCG company
- Perfect command of English
- Excellent command of SAP
- Immediately available

Required skills:

- Excellent communication and organizational skills
- Proactive and can-do attitude
- Dynamism, team-spirit and keen service-orientation

Contract type: Temporary (6 months)

Rate of activity: 100%

Starting date: Immediately - ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Rebeca Gonzalez Grivel
Ref : RG161470968