

**Gi Group** is an international recruitment agency whose main task is to offer fully-qualified employees. We are a leader in the Italian market and one of the main agencies in our countries of operation. We hold certificate No.570 entitling us to operate as a work agency in Poland.

**In regard to further development of one of our Clients we are currently seeking Candidates for a position of:**

## **Corporate Agent with German**

**Location: Warsaw**  
**Nr ref.: CAL/2015**

### **Job description:**

- Handling Clients enquires, collaborating with colleagues across the business to provide an excellent services;
- Take ownership for the customer's experience, seeking and acting upon feedback ensuring high level services by delivering against all KPI goals
- Contact with companies and/or other sources to assure the reliability of information
- Planning meetings, delivering information and attending in person (when necessary)
- Customer focused to work effectively within teams or by yourself, proactively identifying and resolving problems
- Staying up-to-date with internal and external Clients, and identifying potential areas for improvement
- Being actively involved in team group

### **Requirements:**

- **Fluent knowledge of German and English is a must (C1)**
- Multi-tasking attitude and business orientation for the Client and the Company goods
- Motivation to learn new skills and competences to progress a self-career
- Having interpersonal and communication skills
- Office self-organization connecting with documentation, e-mails, calls, services
- Ready to work independently and be proactive in solving day-to-day issues
- Accuracy, attention to detail and ability to follow processes

### **Our Client offers:**

- A permanent contract
- Competitive salary
- Comprehensive package of benefits
- Flexible hours and all the tools
- Job in the most professional & developing working environment in Tricity BPO/ SSC.
- Great opportunities for personal and experience growth

We kindly inform we will contact only selected candidates. If you are interested, please send your CV on our e-mail: [anna.czoska@gigroup.com](mailto:anna.czoska@gigroup.com).

Please include the following statement: "I hereby consent to the use and processing of my personal data by Gi Group Sp. Z o.o. based in Katowice, 11 Sobieski Street for the purposes of the recruitment process and to make the data available for prospective employers within the framework of the recruitment process in accordance with the Act of 29.08.1997 (Journal of Laws of 2002 No. 101, item. 926, as amended.) Data Protection. I have the right of access to my data, correct and delete."