Welcome to the world of shipment services!

Manpower Estonia is looking for an expanding services centre a
detail-oriented and service minded

BOOKING SPECIALIST

Your responsibilities will include handling customer requests via e-mail with shipping related issues, booking containers, validating feasibility, preparing transport related documentation, invoices and reports, entering relevant data. Your main role is to provide efficient, friendly and personalized service to clients to ensure smooth loading and discharging of vessel and movement of transhipment containers. Geographical scope of activity covers Europe cargo.

Therefore, you need to have good command of English (additional European language would be advantage), polite and approachable communication manner, ability to multitask, learn quickly and computer skills on user level (mainly Excel).

Don’t have previous experience? We will organize trainings for you to become even better!

We offer you permanent working contract with 1191€ gross salary, modern working environment in Tallinn and working hours from Mon-Fr full time 11.00-20.00. We provide you with trainings (salary maintained) and friendliest colleagues in an international company, where you can also develop your career!

Ever wanted to move mountains?

Apply ASAP via kandideeri@manpower.ee

and you can move containers as heavy as mountains with a click of mouse!

Share this opportunity with your friend!

For more information just call +372 630 6565 or visit www.manpower.ee. Follow us on „Manpower Estonia"