CORIS RIGA EESTI FILIAAL

CORIS RIGA EESTI FILIAAL (http://www.corisriga.com/) – welcomes in its friendly team an ESTONIAN SPEAKING CUSTOMER SERVICE SPECIALIST with good communication skills:

Responsibilities:

- Customer service by phone and via electronic correspondence;
- Customer consulting about services offered by the company;
- Communication with cooperation partners by phone and e-mail;
- Electronic processing and administration of information;
- Processing and analysis of information in the data base.

Requirements for candidates:

- Excellent knowledge of Estonian, good skills of English, and preferably also knowledge of Russian and/or Latvian (spoken, written)
- Previous work experience in a field of insurance will be considered as an advantage
- Higher education in a field of insurance is desired
- Ability to keep order and sequence, as well as knowledge of diplomacy and business etiquette
- Ability to be decisive and insistent
- Computer skills (MS Office)

By joining the company’s team you will get:

- Dynamic and interesting work in a stable company
- Professional development opportunities
- Competitive wages

Send your CV to e-mail o.rogova@corisbaltic.com until August 31, 2018.

Working time Full-time/Part-time
Working period: Longterm/Summer season
Work place Latvia / Estonia.