CORIS RIGA GS SIA

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:
• Higher education in a field of insurance is desired
• Previous work experience in a field of insurance will be considered as an advantage
• Ability to keep order and sequence, as well as knowledge of diplomacy and business etiquette
• Excellent knowledge of Estonian, good skills of English, and preferably also knowledge of Russian and/or Latvian (spoken, written)
• 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 Olga Rogova to e-mail o.rogova@corisbaltic.com until March 01, 2018

Working time  Full-time/Part-time
Work place  Latvia / Estonia.