



Customer Support Specialist



WE ARE LOOKING FOR A CANDIDATE WHO WILL:

- Keep contact with colleagues from other departments and international clients of the company regarding orders, requests, specific problems
- Process the daily orders - receiving, ordering, following
- Prepare the necessary documentation connected with the ordering process - invoices and certificates of origin

JOIN US IF YOU:

- Have a very good English language skills for communication by e-mail or phone
- Have a University Degree
- Have very good computer skills
- Have effective communication skills and customer oriented attitude
- Like solving issues
- Have planning, time-management and organizational skills
- Have ability to prioritize tasks and work under pressure



CONSIDERED AS AN ADVANTAGE:

- Very good Spanish language skills

WHAT WE OFFER:

- Our products help people - we strive to develop the best-in-class products and medical treatments for patients
- We care about our teammates- it is our policy to establish long-term working relationships and to maintain an environment for continuous development
- You will find a friendly and informal working atmosphere created by direct and open communication
- We offer a competitive remuneration package

If you want to become part of a fast-growing innovative company, do not hesitate to send us your current CV to careers@btl.bg