

Teleperformance, the worldwide leader in multichannel customer experience. Founded in 1978, The Company operates with more than 130,000 employees across 270 contact centers in 46 countries. Teleperformance conducts programs in more than 66 different languages and dialects on behalf of major international companies operating in various industries. Teleperformance is a people company, our passion and dedication to the growth and success of our employees, can be seen in each one of our actions and initiatives. At Teleperformance, we do business with people, for people. We want employees to be inspired, to be motivated. Our main goal is to make them proud to belong to our group through job satisfaction and a great work environment.

We are now looking for an important position based in **Barcelona**

BACK-OFFICE FLUENT LEVEL OF GERMAN

Main Functions:

- Handle and monitor calls and queries.
- Deal with incoming/ outgoing emails.
- Update databases, including data entry and processing of information.
- Deal with any other general administrative tasks, as required by the team.
- Maintain effective relationships with other departments, supporting them

Qualifications:

- Fluent level of German
- High school Degree.
- Experience in a similar role
- Proficient user of Microsoft
- Organized, reliable and hard working.

Candidates must be problem solving, and a good team player. Good organizational and strong communication skills are required.

Vacancy Summary:

- Be part of a worldwidenumber 1 company in Businesses Processes Outsourcing.
- A comfortable, bright working environment
- Considerable investment in employees and their career development (including intensive Foundation , Training Course, product, sales and personal skills development training)
- Multicultural and good working environment, friendly Staff, we invite you to know more about or team on Facebook Teleperformance: <http://on.fb.me/137PpmY>

This is a great opportunity to live in a cosmopolitan city where you can find a multicultural environment, nice atmosphere, a lot of activities to do with active lifestyle... and much more.

If you have a high level of motivation and engagement with continuously expand personal professional knowledge and you want to develop your career and be part of professional, dynamic and committed team, Teleperformance is your place, join us!

You can check out job offers on our website: www.teleperformance.es or send us your resume to careerspain@teleperformance.es