



Infosys BPO Poland is one of the biggest players in the outsourcing market, offering advanced and innovative services to its clients worldwide in the field of Finance and Accounting, Purchasing, IT and Consultancy. We are among the largest employers in the Łódź region and employ over 1200 specialists that provide services to clients in 27 countries.

Currently we are looking for the candidate to the position of:

Price Publication Administrator with German or French

Key responsibilities:

- Perform an accurate and efficient update of Customers Price Providing
- Effective communication and professional relations with customers, suppliers and co-workers
- Responding to queries and solving problems related to Price list Publishing
- Active usage of internet and intranet environment to be able to retrieve important information
- Maintaining high standard of Professional conduct

Requirements:

- Fluent English and French or German
- Experienced in MS Office applications and internet and or intranet
- Experience in sales and fulfillment/customer service would be a great advantage
- Understanding of database administration, database design is of an advantage
- University graduate or the last year of studies
- High level of attention to detail and accuracy
- Excellent communication skills
- Customer orientation
- Analytical skills
- Team player

We offer to the candidates:

- Career in the multinational company
- Unique opportunity to take part in international projects and gain experience with various fields
- External and internal training programme
- Salary adequate to your competencies
- Choice of social benefits

If you are interested in our offer, would like to start your professional career in Infosys BPO Poland, please do not hesitate to send us your resume to:

rekrutacja_lodz@infosys.com