



Customer Service Specialist



delfort

TZALAPITZA - BULGARIA - FULL-TIME

Flexprint LTD. / North Industrial Zone / 4218 Tzalapitza / Milena Doynova – flp.HR@delfortgroup.com

Your tasks/responsibilities

- Transfers customer needs into service developments and innovation;
- Stays in daily contact with customers and processes inquiries, quotes, order confirmations, claims and invoices;
- Coordinates and checks customer order and aligns with production (pre-)planning;
- Organises and processes shipping and warehousing;
- Maintains ERP master data and creates sales statistics.

We offer

- Training and development possibilities;
- Attractive working time schemes;
- Variety of fringe benefits;
- Friendly atmosphere and excellent working conditions.

Your skills

- University degree and economics degree is an advantage;
- Good command of spoken and written English necessary;
- Good computer literacy and good knowledge of working with Microsoft Word and Microsoft Excel;
- Positive attitude, self-motivated, pragmatic and responsive approach in communication;
- Exceptional organisational and prioritisation skills with the ability to manage multiple tasks simultaneously while paying close attention to detail;
- Good team player with the ability to work quickly and accurately in a dynamic team;
- Previous experience in customer service is an advantage.

Location Benefits

-  canteen
-  festivals & family days
-  free shuttle service to work

-  modern equipment
-  parking lot
-  performance bonus

-  showering facilities
-  health & wellbeing program
-  training & education



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