

Sales Desk Researcher - Administrative Support

Nabízí společnost Axial Personnel Agency

Lokalita Prague

Plat 28.000 CZK

Jazyk English, Multi Languages

Kategorie

Admin, Research activities

For our client - **Microsoft Czech s.r.o.** - we are currently looking for native speakers with knowledge of English + other language as native (preferably FR, GE, IT, ESP, DUTCH. SWE, NOR, DEN, FIN, POR etc)

For NON-EU citizens - card of a family member of EU citizen or finished education in the Czech Republic is a must!

Responsibilities:

- Prepare proposals based on pre-defined play book
- Perform peer quality reviews on proposals generated by other members of the team
- Maintain and update status reporting for the opportunities on a weekly basis
- Send satisfaction survey to stakeholders to capture experience
- Ensure that all final delivered assets are tagged for quick search and retrieval
- Proposal volume serviced
- Field satisfaction response rates and levels
- Collaborate with Sales Desk hubs across the globe to drive consistent experience and outcomes to the local sales teams

We require:

- Professional experience is a plus – Graduates are welcome!
- Proficiency in English both written and oral + other language (FR, GE, IT, ESP, DUTCH. SWE, NOR, DEN, FIN, POR etc - no need to speak Czech!
- Strong attention to detail
- Excellent communication skills
- Ability to think strategically and be able to work independently as well as part of a team (good to have)
- Cross team collaboration in a large organization

We offer:

Work in a international enviroment

Salary 28.000 CZK
5 weeks holiday, meal vouchers
Startdate: 1st July

Should you be interested please send your CV in Europass form to bedrich.schnabel@axial.cz , thank you.