

Order Management with German

Hi Genpacteer to be,

Which is your biggest dream? How do you imagine your journey from now on? Ambition will certainly help you explore to the moon and back, we are sure of that, but doing so in a multicultural environment, surrounded by great people will make the experience memorable. At Genpact, young professionals can learn about accounting, procurement, customer service, while even upgrading their language skills. Sounds good, right?

Our colleagues have access to a wide range of learning and development opportunities, special discounts and subscriptions, insurances and wellbeing activities, while building solid knowledge on a wide range of activities.

Learn more about Genpact from www.genpact.com / www.youyourself.pl

Responsibilities

- Order management (verifying data, entering data into the system)
- Contact with the client (via email and phone)
- Taking care of the correctness of the documentation
- Solving customers' problems

What are we looking for?

- Very good knowledge of **German, min. B2**
- Communicative level of **English**
- Good MS Office (especially MS Excel) knowledge
- Analytical thinking and ability to learn fast
- Personal culture and ability to deal with the client properly
- Ability to work under time pressure
- Experience in accounting would be an asset

What can we offer?

- Attractive salary
- Stable job offers – employment contract
- Various trainings (initiating, soft skills)
- Possibility of development
- Benefits (Insurance, Luxmed, Multisport, additional vacation days, biking policy)

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<http://www.genpact.com/about-us/privacy-notice-for-employment-candidates>