

**Magyar tulajdonban lévő, piacvezető építőipari fővállalkozói és generálkivizezői tevékenységet végző vállalat, azonnali munkakezdéssel kínál munkalehetőséget**

**Irodavezető  
pozícióba.**

Feladatok:

- építéshelyszín operatív vezetésének támogatása
- kooperációk ütemterv szerinti szervezése, jegyzőkönyvek vezetése
- alvállalkozókkal kapcsolatos napi ügyintézés
- megrendelői bejárásokon részvétel, jegyzőkönyvkészítés
- ütemterv készítése, nyomon követése
- heti riport készítése
- szállítólevelek és egyéb dokumentumok, levelek rendszerezése
- alvállalkozók tevékenységének koordinálása
- beérkezett anyagok mennyiségi és minőségi átvétele
- kivitelezési ütemterv figyelése, ellenőrzése

Elvárások:

- főiskolai, vagy egyetemi végzettség
- adminisztrációs területen szerzett 2-3 éves tapasztalat
- magas szintű számítógépes ismeretek, MS Projekt alkalmazása előny
- aktív tárgyalóképes orosz nyelvtudás írásban és szóban egyaránt
- jó szervezőkészség
- jó kommunikációs készség
- önálló munkavégzés
- nagyfokú terhelhetőség, stressztűrő képesség

Amit nyújtunk:

- a cég növekedéséből eredő újabb és újabb kihívások
- karrierlehetőség
- magas színvonalú munkakörülmények
- versenyképes javadalmazás

- fiatal, dinamikus csapat

Munkavégzés helye:

Oroszország

Jelentkezés módja:

Amennyiben hirdetésünk felkeltette érdeklődését, fényképpel ellátott és eddigi szakmai tapasztalatát részletesen bemutató önéletrajzát, motivációs levelét, a [client27479@profession.hu](mailto:client27479@profession.hu)címen várjuk.

---

### **Ausztriai szálloda**

### **Értékesítő és recepció munkatársat**

**keres.**

Az ideális jelölt felsőfokú, gyakorlott német nyelvtudással és szállodai tapasztalattal rendelkezik, illetve mindemellett agilis, rendszerezett, teljesítmény- és sikerorientált. Angol nyelvtudás és hotel foglalkási rendszer ismerete előny.

Munkavégzés helye:

Ausztria

Jelentkezés módja:

A fényképpel ellátott, magyar és német nyelvű szakmai önéletrajzokat és motivációs levelet – a fizetési igény megjelölésével – a [client27085@profession.hu](mailto:client27085@profession.hu) e-mail címre várjuk.

---

### **CUSTOMER SERVICE REPRESENTATIVES (HUNGARIAN SPEAKERS)**

Location:

Wrocław, Poland

On behalf of our client, an international IT company we are looking to recruit Customer Service Representatives (Hungarian speakers) to be located in the company's branch in Wrocław.

Customer Service Representatives receive customer calls, respond to emails, make sure that all queries are logged and assigned according to the account's procedures, handle front line technical queries and fix or log them appropriately, minimize outbound call duration and quantity.

Successful candidates should speak Hungarian and English, have communication and customer care skills, express can-do attitude and operate well in a multicultural environment.

Our client offers technical training, possibility to work in a dynamic, international environment, attractive benefit package.

To apply please upload your CV in English via Hays website.

[Apply here](#)

---

**Quality Assessment Specialist**  
**with English and Hungarian**

**Location : Wroclaw**

**Nr ref.: QAS/PH/09/12**

**Task description:**

The Quality Assessment Specialist is responsible for monitoring call and email quality of Customer Service Representatives, providing feedback, coaching and mentoring to staff as needed to meet the relevant service level metrics. Quality Specialist will be also responsible for refreshers on process changes and analysis and reporting in order to update and implement quality criteria and process changes.

**Requirements:**

- fluency in Hungarian combined with very good English language skills
- BA/BS degree with an experience in a customer service and/or call center environment
- experience in coaching, providing feedback and mentoring
- ability to build constructive and effective relationships and partnerships
- excellent verbal and written communication skills
- strong ability to multitask combined with meticulous nature and high attention to detail
- self motivated with strong goal and target orientation
- interest in online advertising, internet tools, new technology will be an advantage

**Benefits:**

- interesting job giving the opportunity to work in a multicultural environment and giving wide experience in an international company
- professional training conducted in English
- friendly and supportive work environment created by a team of enthusiasts
- stable job with attractive terms of contract

- relocation allowance

**Location:**

Wrocław

**If you are interested in the job please send CV including reference number:**

**QAS/PH/09/12 [aravatopolska2@profession.hu](mailto:aravatopolska2@profession.hu)**

---

### **Team Leader for French customer service team**

**Feladatok**

- For our client, a global company, we are looking for candidates for position of Team Leader for French customer service team.
  - Manage, motivate and coach a team of Customer Service Representatives
  - Ensuring exceptional service experience for the customer by adhering to best in class standards
  - Create a culture of ownership, process improvement and pro-active handling of customer inquiries
  - Handling client communication and escalations

**Elvárások**

- Excellent verbal and written English and French communication skills
  - 2 years of experience in People Management (preferably in Customer Service)
  - Leadership, Communication and Organizational skills
  - Analytical and customer handling skills
  - Computer literacy

**Munkavégzés helye**

- Külföld (Bruno)

Jelentkezni: [UR-2630@partner.jobline.hu](mailto:UR-2630@partner.jobline.hu)

---

### **Customer Support Representative**

**Feladatok**

- Telekommunikáció területen vezető multinacionális ügyfelünk számára keresünk kollégákat az alábbi munkakörbe:

Customer Support Representative

Feladatkörök:

- Technikai támogatás nyújtása az ügyfélkör számára
- Pozitív kommunikáció mind a csapat tagjaival, mind az ügyfelekkel és más partnerekkel

### **Elvárások**

- Ügyfélorientált hozzáállás
  - Közel anyanyelvi szintű NÉMET nyelvtudás
  - Kommunikációs szintű angol nyelvtudás
  - Legalább középiskolai végzettség
  - Dinamizmus
  - Proaktív hozzáállás

### **Előnyök**

- Nemzetközi karrierlehetőség
  - Nemzetközi bérszint és juttatási csomag

### **Munkavégzés helye**

- Külföld (Brno)

Jelentkezés: [YZ-9607@partner.jobline.hu](mailto:YZ-9607@partner.jobline.hu)

---

## **TRAINEE SALES ~ Immediate Start**

Edinburgh City Centre

Retail Sales, Customer Service, or Hospitality Experience Can Be Helpful!

About Us:

Direct Liaisons was established to deliver high value sales and marketing services for some of the UK's most recognizable clients. By specializing in outsourced sales and marketing, we have generated an influx of clients and need to grow ASAP to keep up with demand! We recently acquired a client in the film & media industry that needs our help to increase their market share.

Film & Game Sales Assistant:

We currently have multiple openings with sales, marketing and customer service all rolled into one! Our sales consultants explain our client's products and services with enthusiasm, which separates us from the competition. We want to help them increase their market share in Scotland so we target local residences face-to-face to offer their service. The final quarter of 2012 is due to be our most profitable thus far, so we need all the help we can get over the next few months

Campaign Details:

Our client is the leading European film subscription service and even though they have over 2 million members, they want to acquire even more! They offer a variety of packages that include rental by post and video streaming. We provide them with new customers on a daily basis, so they want us to expand

from Edinburgh into more markets as soon as possible. We need people to learn our systematic sales model so they can teach others and lead a team as we grow with our client!

Film & Game Sales Assistant Requirements:

- \* All applicants need to be 18+ years of age to sign contracts on behalf of our clients
- \* All applicants need to be eligible to work in the UK; we are unable to provide sponsorship at this time
- \* Our office is based in Edinburgh Centre, so you'll need to be able to commute here daily
- \* We respect hard work, and operate in a performance-based industry, so a solid work ethic is appreciated
- \* We operate in a performance-based industry and therefore growth opportunities and individual earnings will also be result-based.
- \* Smart dress and great communication skills are expected since we work with customers face-to-face
- \* Sales, Marketing or Customer Service experience can be helpful, but is not required
- \* A Business-related Degree can be helpful, but is not required
- \* Familiarity with films and games can be helpful when engaging in conversation with customers
- \* Familiarity with iPads can also be helpful because we use them to sign up customers

\*\*\* For consideration, please submit your CV through the online application process. We'll aim to contact successful applicants within 2 business days, so please be sure to include your current email address and phone number. \*\*\*

In an effort to find the right people to represent our clients and help expand our industry, we routinely invite people to spend a full day in the field observing our sales operations. The day is designed to help the decision-making process and participants do not receive compensation, but they get a chance to see if the opening is best for them.

Send your CV today for Immediate Consideration!

Apply here: <http://www.jobg8.com/Application.aspx?jvGKMP7Tw3vETtltCX3NCAs>

---

### **German/ English Speaking Forum Moderator (MSN) - Belfast**

A Moderator will be required to compose responses, generate solutions and interact with customers using similar dialogue and conversational styles. The role requires individuals who have very strong customer focus skills as they will be required to interact with the customers, thinking and composing their responses and not using the standard answers or QT's.

#### **What are the BENEFITS of working for Concentrix?**

- Competitive salary
- Concentrix provides a bright, modern and exciting place to work with excellent staff facilities
- The opportunity to travel and work abroad
- The opportunity to work in a multi-lingual environment

- Performance Related Pay
- Eye Care Provision
- Cycle to Work Scheme
- Childcare Vouchers
- Annual Reward & Recognition Ceremony
- Free cakes and fruit on a Friday!
- 21 Holidays & 6 Stat days & birthday day off
- Stakeholder Pension Scheme
- Team and Concentrix events

**Relocation package (if applicable):**

- Reimbursement of travel costs
- Accommodation provided on arrival in Belfast
- Relocation class on first day at Concentrix
- Ongoing relocation support

**More information on Belfast:**

Belfast is a vibrant, multi-cultural and exciting place to live. As the capital city of Northern Ireland, Belfast is home to more than 270,000 people and boasts a wide variety of exciting attractions, entertainment and shops. It is extremely cheap to live in Belfast - accommodation, transportation and the general costs of living are all very reasonable.

In Northern Ireland private health insurance is not required owing to the national health system providing free health care.

To find out more about this fantastic city, please visit .

**Apply online if you're interested!**

We're looking forward to hearing from you!

**Candidates should...**

- Be fluent in written and spoken German & English
- Have 6 months outstanding customer service experience in a service driven environment
- Have excellent technical proficiency and in depth knowledge of Microsoft products
- Demonstrate experience of working in a team based environment, supporting the team in achieving the highest quality standards and takes an active role in generating team morale

- Have the ability to multitask, plan and prioritise workload
- Have excellent communication skills both verbal and written
- Demonstrate resilience and ability to work on own initiative
- Demonstrate problem solving and troubleshooting skills
- Demonstrate ownership and accountability to achieve deadlines and targets

Apply here: <http://www.jobg8.com/Application.aspx?qqMkLBZb4tC3VDMEYMaowwe>

---

## **Customer Fulfillment Administrator with English and Greek language**

### **Information about the position**

#### **Place of work**

Bratislava region

#### **Job description, responsibilities and duties**

Are you looking for an opportunity to start up your career in a dynamic environment in a big IT company?

This is an excellent chance for you to be a part of a well-established team with good career prospects.

The Order Centre Specialist role is an operational role:

- Responsibility for managing the receipt, processing of all orders
- Responsibility for alterations
- Responsibility as process owner for: resolution of any problems or issues that arise
- Responsibility for backlog management and order tracking
- supporting of customers, business partners and IBM counterparts in these countries

#### **Salary offered (gross)**

competitive/by agreement

#### **Start date**

ASAP or by agreement

#### **Other benefits**

- start up trainings
- possibility to choose from 3000 e-learning courses
- annual performance bonus payment
- special IBM discounts
- bank offers
- recommend a friend bonus 750 EUR for recommending successful candidate



- international environment
- sick leave compensation
- 3 self-recovery days per year (paid days off)
- 3 extra vacation days
- laptop
- temporary accommodation - if you need to relocate to Bratislava
- luncheon vouchers 3 EUR (employee's contribution 0,73 EUR)
- Orange discounts - mobile phone, internet, TV services
- personal diners card

### **Contract type**

full-time

### **Information about the selection process**

Please write down in the mail subject the title of the position you would like to apply for.

Please attach the following text to your CV (CV in English language):

„Osobné údaje vyplnil priamo uchádzač a dal súhlas spoločnosti Manpower Slovensko s.r.o. so spracovaním jeho osobných údajov, uvedených v tomto dokumente, pre účely sprostredkovania zamestnania a uloženia do databázy uchádzačov o zamestnanie na dobu jedného roka, alebo do písomného odvolania v zmysle zak. č. 428/2002 Z. z. o ochrane osobných údajov, v znení neskorších predpisov.“

### **We are recruiting for this job on behalf of our client**

IBM, one of the biggest international companies in IT Technologies

### **Main focus of the client's activities**

HR Consulting, Job Brokerage, Arranging Study Visits

### **Requirements for the employee**

#### **Required education**

Secondary with school-leaving examination

Follow-up/Higher Professional Education

University education (Bachelor's degree)

University education (Master's degree)

#### **Skills**

#### **Language skills:**

English - advanced **and** Greek - advanced

### **The position is suitable for a fresh graduate**

Yes

### **Personality requirements and skills**

#### Personal Attributes:

- Good oral and written communication skills
- Ability to work under pressure
- Ability to prioritize complex tasks and issues as required
- Self motivated, able to handle peak workloads
- Must demonstrate good teaming skills
- High personal organization and commitment to excellence
- Good command of English and Greek language
- Enthusiastic and flexible

#### Other skills:

- Ability to develop full understanding of all aspects of the department
- Good customer service, internal and external
- PC literate, good telephone skills

#### Advertiser

##### **Brief description of the company**

Manpower helps individuals and companies in 73 countries in the world to find their way in a floating world of work. No other agency has so much experience and proficiency. Almost 60 years on the market in the sphere of personnel services, recruitment, personnel leasing, training and consulting is a good guarantee that we can find the best solutions for you.

##### **Main focus of the company's activities**

HR Consulting, Job Brokerage, Arranging Study Visits

##### **Address**

**MANPOWER SLOVENSKO s.r.o.**

Lazaretská 8 [Megjelenítés térképen](#)

811 08 Bratislava

Slovak Republic

<http://www.manpower.sk>

Contact person: Kristína Štrbáková

Tel.: 0905755789

E-mail: [kristina.strbakova@manpower.sk](mailto:kristina.strbakova@manpower.sk)

---

**Become a Babyangličtina English Teacher**

**Babyanglictina - Soňa Mesiariková**

##### **Information about the position**

- **Place of work:** Nad Plážou 31, 97401 Banska Bystrica

- **Start date:** ASAP
- **Contract type:** full-time, part-time, agreement-based, trade licence, internship, work experience

### **Job description, responsibilities and duties**

A truly fantastic Private Language school and Kidergarten Babyangličtina is looking for native English teachers or a person with past abroad experiences with English language in Banska Bystrica, Rimavska Sobota, Lucenec and Zilina.

You'll be teaching small classes (4-6 students) aged from 3 months up to 18 years. Every friday we run a private kindergarten with children aged from 2 years up to 5 years and you'll have all the teaching resources including a book, syllabus and materials to teach your class to a great standard. Starting from January kindergarten will run every day.

### **Requirements for the employee**

#### **Required education**

Secondary with school-leaving examination

Follow-up/Higher Professional Education

University student

University education (Bachelor's degree)

University education (Master's degree)

Postgraduate (Doctorate)

#### **Skills**

#### **Language skills:**

English - expert (interpreting)

#### **Required experience**

#### **The position is suitable for a fresh graduate:**

Yes

#### **Personality requirements and skills**

The successful applicant should have strong communication skills and proven skill in developing curriculum to meet individual students' needs. Skills in crafts, music and creative expression are definite assets. The applicant must demonstrate past success in working in a team and have excellent written and spoken English.

#### **Advertiser**

#### **Brief description of the company**

Babyangličtina is a language center for children from 3 months up to 18 years. We run language courses and kindergarten.

#### **Main focus of the company's activities**

Other Educational Organizations

**Information about the selection process**

Expected date of completion of the selection process: 30 October 2012

We would like to see candidates in person to be accepted for this position. Please send your CV including personal photo to our email adress.

**Company address**

**Babyanglictina**

Nad Plazou 31 [Megjelenítés térképen](#)

974 01 Banska Bystrica

Slovak Republic

<http://www.babyanglictina.sk>

**Contact**

Contact person: Soňa Mesiariková

Tel.: 0907638833

E-mail: [send CV](#)

---