

## EMPLOYMENT OFFER - CUSTOMER SERVICE / OFFICE ADMINISTRATOR ST SERVICES IBERIA S.L.

**Expanding online travel agency requires Customer Service / Office administrator personnel.**

Positions available: full time

### **Duties / Responsibilities:**

- Answering a multiple line phone system
- General customer service by phone / email
- Other duties as assigned

### **Requirements:**

- Must have intermediate level in at least 2, preferably 3 of the following languages - English, French, German, Dutch, Italian, Spanish (Excellent English & intermediate Spanish a minimum)
- Must be computer & internet literate, MS Word & Excel competence a plus
- Excellent communication skills
- Excellent organisational skills and precision under pressure
- Dependable & hardworking, fast learner
- Friendly, patient, customer oriented attitude essential
- Out of hours / weekend phone cover required

To be considered please send CV and cover letter explaining why you would be suitable for this position to [info@suntransfers.com](mailto:info@suntransfers.com)

\* Location: Torroella de Montgri, Girona, Spain

\* Salary: 1200 Euros / month full time

\* Non EU citizens must have valid work permit

\* Please do not contact about other services, products or commercial interests.

ST Services Iberia S.L. is an equal opportunities employer.