

Our company is a global company, providing marketing services to top firms in various industries. Our solutions are rapidly expanding and since 2016 our outsourced sales force Sofia office uncovers unlimited opportunities for dedicated people prepared to share their potential in our competitive climate. We have been delivering excellent development solutions to clients worldwide and giving bright individuals an ideal chance to build valuable knowledge and skills in the customer service field.

We work hard and have our eyes on the prize, but what's more - we always remember to have fun while doing it!

Come and find out what LIMITLESS opportunity looks like!

**On the role of Back Office Agent you would:**

- Support the administration of the sales process
- Assist the proper distribution of prospects among the Sales Agents
- Manage data through a CRM system
- Review, develop and update work procedures and schedules
- Analyze and report sales performance on a daily basis
- Answer customer queries
- Work in shifts

**This is the right job for YOU, if you are:**

- Disciplined, organized and focused
- Master in the prioritization
- Proactive and challenged by deadlines
- Have an affinity for working with and analyzing data
- Adaptive
- Multitasking personality
- Good at EXCEL
- Experienced on a back office position (sales and CRM operations experience would be considered a strong advantage)
- Fluent in English

**Our offer to you is:**

- Competitive remuneration package
- Initial and ongoing trainings
- To be part of something great
- Communicative location (just a 5-minute walk from a Metro station)
- The best colleagues you could wish for!

**Do you think you have what we are looking for? Do you like our offer?**

**Do you want to touch the vibrations of our environment?**