



eSky.bg

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## Back Office Specialist

eSky Group consists of two main brands: eSky (with its headquarters in Katowice) and eDestinos. We are an international company managing with new technologies in travel industry. By cooperating with over 30 countries, we serve about 51 million customers. Our mission is to inspire people to organize their own journey with a support of our tools. We take care of our customers on every stage of their travel. eSky hires more than 500 employees in Europe and South America, many of which are developers, IT specialists, Travel Consultants and e-Commerce marketers. We work in international, flat-structured teams, where everybody are willing to help one another.

Join our Contact Center as **Back Office Specialist!!!**

Responsibilities:

- Handling back-office duties concerning customer service in intended systems and applications
- Sending out necessary information concerning executing orders and finalizing sales
- Keeping in touch with our customers according to prior training

Requirements:

- Good level of English (reading and writing)
- Efficient computer skills
- Diligence, scrupulousness, attention to details

We offer:

- Full-time job
- Attractive salary + bonus after the 6th month
- Professional development
- Opportunity to work in a dynamic environment for the one of the leading companies in the travel field
- Casual, startup-like atmosphere

Interested in cooperation? Send us your CV!

Please enclose the following sentence: "I hereby agree for processing the following personal information strictly for recruitment purposes in accordance with the regulation regarding the protection of personal data passed on the following date: 29.08.1997, Dz. U. nr 133 poz.833".