

Implementation and Client Support Representative

CityPost is looking to recruit an Implementation and Client Support Representative, whose primary responsibility will be to create a link between clients and the company.

Main responsibilities:

- Develop a link between the clients and CityPOST's internal structure, contributing to the quality of the service;
- Understand the Company's structure and assist all departments in providing the best service;
- Ensure deadlines are met;
- Assist in the presentation of the Company and its services to potential clients;
- Manage and contact clients and keep updated records;
- Build and maintain strong, long-lasting client relationships

Key skills:

- Attention to detail and organization skills;
- Excellent improvisation skills and ability to communicate with different audiences;
- Good presence, empathy and team spirit;
- Good English level (oral and written).

Experience:

2-3 years of experience as an Account Manager. (or other in the commercial area)

Education:

College Degree

If you have the right profile and if you want a success career send us your English cv to:
telmo.fialho@citypost.pt