

CUSTOMER SERVICE Jr.Coordinator Part-time

3M captures the spark of new ideas and transforms them into thousands of ingenious products. Our culture of creative collaboration inspires a never-ending stream of powerful technologies that make life better. 3M is the innovation company that never stops inventing. With \$30 billion in sales, 3M employs about 88,000 people worldwide and has operations in more than 70 countries.

3M Prague is seeking:

Customer Service Jr. Coordinator

Location: Prague, CZ

Part-time: 50% , from June till August 2018

Job Responsibilities:

- Supporting the Logistics Team in managing customer orders, queries and claims related to ordered units or products received electronically or via phone call,
- Working with internal-database system and performing general administration tasks.
- Communication and maintaining relationship with assigned customers (internal and external); identifying customers product and service needs,
- Working with e-order system and controlling system data,
- Identifying problems to improve customer service and customer satisfaction level.

Requirements:

High School /University education
Professional experience at administration position
Fluent flawless Czech language is necessity
Active knowledge of English language
MS Office user, SAP experience is advantageous
Customer-oriented approach
Very good communication skills, proactiveness
Ability to organize priorities and workload ; ability to work under pressure
Detail-Oriented
Team player, but able to work independently

3M offers:

Part-time position, from June till August 2018
Perspective international company
Professional and personal development & growth
Competitive compensation package

If you would like to apply on this position, send your CV and Motivation Letter on eauersvaldova.cw@mmm.com. Thank you!