

## Sales Support specialist

Do you want to start your career in credit insurance? Would like to work side by side experienced sales colleagues and support them in their commercial activities through preparation of documents reporting and communication with clients? Are you customer oriented, reliable and enjoy communication as well as administrative tasks? Do you want to use English in your job?

We are **Euler Hermes**. We are the world's leading provider of trade-related credit insurance solutions with more than 100 years of client support and responsiveness to changing business environments. We are backed by Allianz, one of the leading financial services providers worldwide.

Euler Hermes is looking for a candidate for the position of **Sales Support Specialist** who will be responsible for partnering with the sales managers in providing quality service to our customers.

### You will be responsible for:

- Supporting the commercial deal team – policy preparation and amendments;
- Dealing with clients or brokers - policy administration and responding to client queries, invoicing etc.
- Data processing, statistics and both regular and ad hoc reports;
- Participation in projects, cooperation with colleagues from other departments.

### We will be happy to welcome you in our team, if you have/are:

- At least high school education with the leaving exam;
- Previous experience with administrative tasks, client support;
- Strong in organizational agendas, proactive and able to manage your time independently;
- Necessary interpersonal skills – open minded, responsibility, good communication and influencing skills;
- Practical knowledge of MS Office, particularly MS Excel/ Word/ Outlook;
- Ability to work in team;
- Czech/Slovak native speaker; at least B1 level of English both spoken as well as in writing.

### We can offer you:

- Dynamic work environment – small team within a bigger international company;
- Opportunity to learn and grow - on the job as well as language or professional training;
- Open company culture, friendly colleagues, flexible working hours / possibility of working from home;
- A wide range of employee benefits – 25 days of holiday, meal vouchers, Flexi vouchers, performance bonus, public transportation allowance, extra personal days, fruit day, etc.
- Modern and easily accessible offices very close to Palmovka metro station (line B)
- Part-time work arrangement.

If you are interested in the position please send us your CV in Czech and English. [eulerhermes@teamio.eu](mailto:eulerhermes@teamio.eu)