

A well-established international telecommunication trading company in Madrid with headquarter in Hong Kong is seeking for high caliber candidate to fill the following position.

Customer Service Officer

Requirements:

High Diploma/ Associate Degree/ Degree Holder

Good command of both spoken & written Spanish, English/ Chinese

Proficiency in MS Office Applications

Able to work independently

Job Duties:

Answer telephone calls in Spanish

Respond to customer emails' queries concerning transaction issues in a prompt & professional manner

Prepare daily report on customer enquiries

Candidate may able to working in Hong Kong with working visa after a 3-6 months training session in Madrid. Interested parties please send resume with availability and expected salary to agnes.pang@topdollarmobile.es