



## Vacancy summary

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# Customer support representative, data entry specialist (English, German)

GE01439174

### Georgia

**Education :** Bac + 2 DEUG, BTS, DUT

**Experience :** 1 year - 3 years

**Industry :** Internet / Electronic Commerce

**Position :** Business / Self-employed activity

**Mobility :** International

**Availability :** Full Time

### Languages

English : Advanced

## Vacancy details

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We are a digital media company and publishing house. We produce digital and physical books in different directions, containing health, psychology and education and operate in several European countries including UK, Germany, etc.

Our core values are our fundament for every partnership and employment and they are: honesty, trust, solution orientation, stability & strict no bullshit policy.

For our expansion we are searching for smart & hard working people in different directions.

Requirements:

- English language skills written and conversational, at least B2
- Experience with G-Suite \ Microsoft office Excel, Word
- Ability to stay focused and productive on daily routine tasks
- German language written skills B1-B2 would be an advantage

#### Responsibilities:

- answer to incoming emails in English (sometimes in German)
- checking customer reviews
- enter the data into Google Sheets

#### What you will get:

- Unique experience in digital media in European markets.
- English-speaking colleagues with great company culture.
- Remote job in international company with flexible working schedule.

IMPORTANT NOTE: WE ARE SEARCHING FOR A FULL-TIME EMPLOYEE FOR REMOTE JOB.

PLEASE APPLY WITH A SHORT INTRODUCTION TEXT, YOUR CV AND YOUR SALARY EXPECTATION.

## Contacts

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