Bilingual (German/English) Customer Service Internship

Convertize, a digital consulting company based in London, is looking for a multilingual candidate for the position of Customer Service Assistant Manager for our European market.

Role and Responsibilities:

- Reply to customers' emails (in German and English, additional European language will be a plus: Italian, French, Dutch)
- Overseeing purchase on the Internet
- Assist in marketing service
- Moderation on social media portal
- Translation of marketing materials
- Creation of product sheets
- Manage refund and payment
- Creation of templates, update of websites terms and conditions

Requirements:

- Hard working candidates with strong attention to detail and able to see the big picture
- Being outgoing and enjoy dealing with customers as well as business partners
- Good knowledge of MS Office applications
- Native German and excellent English

Great benefits include:

- Dynamic, fast moving, rapidly growing environment, where we value creativity and innovation, technical excellence and responsibility/ownership
- Paid Internship (£650 per month)
- Free gym access

To submit your resume, please email intern@convertize.com and mention your training period.

The internship is paid £650 and we are looking for someone to start in August for six months at least.