



BUSINESS SERVICES ORGANISATION
Partnership, Standardisation, Efficiency.

HR Data Maintenance Associate with Czech

We combine working for the brand with the greatest ever commercial success and making business according to unique set of values: authenticity, caring for people, performing as one, learning, excellence & winning with customers.

We are a part of Coca-Cola Hellenic Group. The leading European marketer, distributor, and producer of non-alcoholic refreshments and one of the world's largest Coca-Cola bottlers.

Our company is providing Finance and HR support to Coca-Cola Hellenic operations across Europe on the principle of quality and effectiveness improvement targeting service excellence.

Great people, leading brands and desire to go extra-mile: the raw materials for success are right here. If you are willing to join a company that wants to make a difference, contact us!

We are looking for a professional with:

Experience, Qualifications and Skills:

- Fluency in Czech is a must
- Fluency in English, both written and verbal
- University degree or in process of obtaining one
- Attention to details
- Dedication
- Experience with focus on customer service in multinational environment and ERP (SAP) systems would be considered as advantage
- Good knowledge of MS Office.

If you join us, your Key Responsibilities will be:

- Providing support to Coca-Cola Hellenic Group Countries in the area of Human Resources Administration via using high quality software
- Maintaining Human Resources Data in our global Coca – Cola Hellenic systems
- Establishing and maintaining effective customer relationships through understanding of client's needs and the provision of high – quality service
- Ensuring compliance with Human Resources polices



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Contact Center Associate with Czech

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We are looking for a professional with:

Experience, Qualifications and Skills:

- Fluency in Czech - both written and verbal
- Fluency in English, both written and verbal
- Excellent communication skills
- University degree or in process of obtaining one
- Attention to details
- Dedication to work
- Experience with focus on customer service in multinational environment and ERP (SAP) systems would be considered as advantage
- Good knowledge of MS Office.

If you join us, your Key Responsibilities will be:

- Providing support to Coca-Cola Hellenic Group Countries by providing financial information to customers via using high quality software
- Establishing and maintaining effective customer relationships through understanding of client's needs and the provision of high – quality service
- Keeping Service Level Agreements
- Regular reporting connected with vendors' inquiries
- Daily communication with internal financial departments