

Junior CRM Representative

Job Description

We're looking for a Junior CRM Representative in Limassol.

Salary: €1500

Shift: 11:30 - 21:30

Requirements:

- Experience in a CRM role and software systems.
- Excellent knowledge of English both written and spoken
- Knowledge of Microsoft Office Skills - Excel, Office and Teams
- Capacity to work under pressure and with strict deadlines
- Able to work with other CRM Agents (Team player)
- Able to do multi-tasking
- Can work and do relevant task with minimum supervision
- Can work in a flexible hour (overtime, public holiday & weekend shift if needed)

Responsibilities:

- Daily, Weekly and Monthly reporting to Management
- Organizing and Updating customer Database
- Maintaining and updating data in the CRM system to ensure accurate records
- Checking Database and communicate errors to relevant Users
- Updating Spreadsheets
- Coordinating with other Departments to ensure request are responded in a timely manner

Apply now at salomi_p@hotmail.com

Salomi Potamitou

Freelancer Recruiter