



Infosys Poland is a leading provider of outsourcing, consulting and services and one of the biggest employers from the business services sector in Poland. The company is the subsidiary of Infosys Limited – a worldwide provider of integrated business and technology consulting, outsourcing and IT services and a giant in the global outsourcing market. The Polish unit employs over 2,500 highly qualified professionals, providing BPO, HRO and ITO services for clients from all over the world in over 20 languages.

Currently we are looking for the candidate for the position of:

Customer Service Administrator

Location: Lodz, Poland



Key responsibilities

Provide education and support to suppliers

Assist in analyzing trends for rejections and non-compliance in order to further educate suppliers, stakeholders.

Efficient delivery of data in response to the demand raised by the internal client or business partner

Collecting, processing and analyzing data on the basis of available sources of information



Requirements

Fluent English and other European language (French, German, Spanish, Italian or others)

Customer service experience is a must (preferably in corporate area)

Strong analytical skills

Excellent communication skills

Team player

Willingness to work on 2nd shift (2 – 10 pm) would be an asset



We offer to the candidates

Career in the multinational company

Unique opportunity to take part in international projects and gain experience with various businesses

Set of social benefits to choose from

Salary adequate to your competencies

External and internal training program



If you are interested in our offer, would like to develop your professional career in Infosys BPO Poland, please do not hesitate to send us your resume to:

rekrutacja_lodz@infosys.com

Only applications with the below enclosure will be accepted:

I declare my consent for the processing by Infosys BPO Poland Sp. z o.o. seated in Lodz (91-402 Łódź, ul. Pomorska 106A) and by Infosys BPO group of my personal data included in the application form and documentation connected with the Infosys BPO job offer in compliance with the Polish Law on the protection of personal data: Ustawa z dnia 29.08.1997 r o ochroniedanychosobowych (t.j. Dz. U. z 2002 r. nr 101 poz. 926 zezm.). I also declare my consent for Infosys BPO Poland Sp. z o.o. seated in Lodz (91-402 Łódź, ul. Pomorska 106A) to entrust processing of my personal data to third persons in compliance with the Polish Law on the protection of personal data: Ustawa z dnia 29.08.1997 r o ochroniedanychosobowych (t.j. Dz. U. z 2002 r. nr 101 poz. 926 zezm.) for the purpose of current or possibly future recruitment organized by Infosys BPO Poland Sp. z o.o. seated in Lodz and Infosys BPO group. I hereby make this declaration voluntary and I state that I was informed about my rights under the Polish Law on the protection of personal data: Ustawa z dnia 29 sierpnia 1997 roku o ochroniedanychosobowych (t.j. Dz. U. z 2002 r. Nr 101 poz. 926 zezm.), especially about my right to access to my data and to correct them.