



Manpower®

THE AGE OF OPPORTUNITIES HAS BEGUN



Welcome to the world of shipment services!

Manpower Estonia is looking for **detail-oriented** and **service minded**

BOOKING SPECIALIST

Your responsibilities will include handling customer requests via e-mail with shipping related issues, booking containers, validating feasibility, preparing transport related documentation and entering relevant data. Your main role is to provide efficient, friendly and personalized service to clients to ensure smooth transportation of the containers from inland to the terminal and loading to the correct vessel. Geographical scope of activity is Europe.

We expect you to have:

- **very good English** (German or French would be advantages)
- customer service focus and good communication skills
- ability to multitask and switch from task to task easily
- knowledge of PC (mainly Excel) and ready to learn quickly

Don't have previous experience? Or can work only part time?

We look every candidate and will provide you with full training (salary maintained). Your monthly salary will be **1100€** gross, good job is always recognized!

We offer you possibility to work from Mo-Fr full time 10-19 or 11-20 with the friendliest colleagues in an international company, where you can also develop your career!

**Please let us know about your interest ASAP by e-mail kandideeri@manpower.ee
and share this opportunity with your friend!**

For more information just call +372 630 65 65 or visit our website www.manpower.ee - from the website you can follow us on   „Manpower Estonia“

Whether you're just entering the workforce or have decided on a career change, it's your time to win in the world of work – and Manpower can help. We've been a world leader in employment services for more than 68 years. We work to give you choices that suit your work style and fit your lifestyle. We arm you with everything you need to get a great job – and to succeed. It's time to explore the possibilities with Manpower.

www.manpower.ee