

<https://travelotopos.com/job/junior-support-agent-entry-level/>

Junior Support Agent [entry level]

Description Travelotopos

Join Europe's leading travel software provider! Since 2014, we have been digitalizing one of the largest tourism markets with our Software-as-a-Service solutions. You may have already booked with one of our customers without even realizing it, as

Travelotopos powers many travel providers in Europe. We collaborate with TripAdvisor, GetYourGuide, Google, Booking.com, and many other industry leaders.

Job Overview

Travelotopos is a leading travel technology company that offers 4 different booking systems for the travel and Health sector. We are hiring a Junior Support Agent to join our team. If you're a passionate self-starter, Travelotopos is a perfect place to grow your career. Apply today!

Responsibilities

- Receiving and placing customer telephone calls
- Maintaining solid customer relationships by handling questions and concerns with speed and professionalism
- Resolving customer complaints and managing database records
- Data entry and research as required to troubleshoot customer problems
- Configure their Travelotopos systems according to their needs
- Report to Support Manager

Qualifications

- Bachelor's degree in business administration or a related field
- Strong knowledge of Microsoft office
- Strong written and verbal communication skills
- Native or fluent in English (any other languages would be a plus)
- Ability to work in a team

Job Benefits

What we Offer:

- We invest in you and your career, continuous development
- You will work in a nice friendly environment
- Your colleagues will be the best in the industry, a team of 10 people with a strong background in tech and sales

Hiring organization

Travelotopos LTD

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Long term

Industry

Customer Support

Job Location

Leof. Dimarchou Aggelou Metaxa
15, 166 75, Glifada , Attica, Greece

Valid through

30.04.2024