

## *A Business School is looking for:*

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### **COORDINATOR IN THE TRAINING SECTOR**

***Tasks:*** *telephonic consultancy on products for the costumers interested in Masters and Courses attendancy. The figure will be trained and will work on the Contact Center sector.(S)He will insert the shared inforamtion with the customers on Piper and manage the electronic mail.*

The offer job is a 130-hours (monthly based) project-contract.

Interested persons have to send, within March 22 2019, a CV to the following e-mail: [preselezione@portafuturo.it](mailto:preselezione@portafuturo.it) by putting as object "Coordinatore di settore nella formazione ID".

The CV, possibly in a Europass format, must be created in a .doc or .pdf extension, by denominating it with the Name and Surname of the candidate, and must have the authorization to the use of personal data according to the Rule 196/2003 .

**Location:** Rome

**Requirements:**

- Graduates or Nearly-Graduates in the field of Economy or Communication Sciences;
- Knowledge of the principal informatics systems
- Knowledge of English language at A1 level
- Good communications skills, problem-solving capacities and aptitude to the telephonic work.