

OFFICE MANAGER OR SO

🔄 22 січня
2017

📍 Місто: [Житомир](#)

Вік: 40 років

Режим роботи: повний робочий день

Категорії: Офісний персонал

Додаткова інформація

Особисті якості, хобі, захоплення, навички: Skills of translation (tourist guides, literature, medical and agricultural texts). Very attentive, giving full attention to customers, taking time to understand the points being made, asking questions as appropriate. Outstanding communication and interpersonal skills. Computer skills: Email services, Skype, Microsoft Office, Internet. 09.05.2004-30.10.2004 supervisor on strawberry farm in England. 30.10.2004-05.08.2008 lived in UK. 10.09.2008-15.10.2010-sales representative(Tylchinka LTD&Milk products) 2010-2012 sales manager(Tylchinka LTD&Milk products) 25.12.12-28.04.13 interpreter(Community development and support) 28.04.13-till now supervisor,customer support manager, moderation manager(Community development and support) Main duties:monitoring messages sent by customers(8000-23000 per shift),taking measures of deleting not acceptable messages for the public chat service.Unblocking users,users reports,abuse reports,nicknames moderation,blog moderation,moderation evaluation,customer emails,support customers via phone(skype),system failure procedures,feedbacks,weekly moderation reports and statistics,organazing activity to improve high quality of teamwork.