

Support

We are looking to create a Supporting role within our team. You will be responsible to translating of campaign needs into actionable steps within our systems to execute the requests. You will need to deliver – using problem-solving and time-management skills. Ultimately you will be servicing internal resources to build positive long-term relationships with our clients.

RESPONSIBILITIES

- Managing of all internal requests, including prioritising and multi-tasking
- Proactively breaking down of campaign needs into actionable steps to deliver the final product, timeously
- Testing and trouble-shooting of all campaigns
- Front-line support, including email and telephone queries
- Suggest actions to improve company performance and identify opportunities for growth

REQUIREMENTS

- Proven hands-on work experience in Software or Tech Support (min 2 year)
- Proactive personality with a strong ability to deliver on tasks timeously
- Excellent time management, multi-tasking and problem-solving skills
- Ability to communicate to internal staff
- Knowledge of MS Office
- Multi-Lingual
- Qualifications in Sales, Support, Technology, Marketing, Business Administration or relevant field