



**Title:** Front Office Agent (French and English)

**Description:** Selectiva is hiring for, Mercedes Benz (Daimler) two specialists of Front Office Agent with French and English. It is a permanent position (3 months with Selectiva) and joining to Mercedes Benz in its headquarter based in San Sebastian de los Reyes (Madrid).

**We need:**

- FP or University studies
- Experience in customer service (6-12 months)
- English (fluent)
- French (fluent)

**Functions:**

- Customer service
- Accountant tasks
- Administrative tasks

**Minimum experience:** 6-12 month

**Country:** Spain

**City:** San Sebastian de los Reyes (Madrid)

**Contract:** 3 months (ETT) + Permanent position

**Timetable:** Monday to Friday, Flexible 08:30-9:30 to 17:30-19:30

**Start date:** As soon as possible

**Salary:** Negotiable (according to experience and language skills.)

**Company:** SELECCIÓN SELECTIVA ETT S.L.

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[www.selectiva.es](http://www.selectiva.es)

**Contact person:** Roberto Navarro  
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**Application deadline:** 31/03/2018

**Application:** Send CV or Resume to [roberto.navarro@selectiva.es](mailto:roberto.navarro@selectiva.es)

**Vacants:** 2