

GE Oil & Gas, Energy Management

General Electric is one of the world's leading suppliers of power generation and energy delivery technologies, providing a broad array of solutions for traditionally fueled plants as well as those driven by renewable resources such as wind, solar and biogas. As a part of GE Infrastructure, we have the worldwide resources and experience to help customers meet their needs for cleaner, more reliable and efficient energy.

GE is a place where you can live your dreams. Our global presence, innovation and financial strength help to make GE a dynamic place to work, giving you the advantage of a large company, with the agility of a small company, where your voice is heard.

Our businesses give you flexibility for change, the opportunity to learn about new industries and markets, and providing unparalleled career options.

Associate Customer Service Representative

with English / German / Spanish / French / Dutch / Swedish / Italian language

Tasks:

- Answer incoming customer and cross functional contacts
- Initiate outbound contacts with the customers to respond to any inquiries
- Ensure that communication to customers and other GE functions is efficient
- Undertake all aspects of customer order management (order entry, order book maintenance and proactive notification)
- Document all customer related activities
- Responsible for customer data entry and data maintenance
- Creation of customer documents and notification (order confirmation, invoices and statements etc.)
- Resolve all customers complaints to the customer satisfaction and proactively seek to identify root cause and prevent reoccurrence

Expectation:

- Fluent in English (+ Other language knowledge)
- Problem solving skills
- Great communication skills
- Cultural and commercial sensitivity
- Ability to make action orientated decisions
- Working level of Microsoft Office applications
- Prior customer service or administrative experience

Please apply with your CV in English to direct positions via www.gecareers.com, and you may also send it to toborzas@ge.com



GE imagination at work

