

## New Vacancy

*For Munich office*

### Expect more?

TynTec is a mobile messaging service provider, offering powerful SMS functionality to operators, enterprises, aggregators, ISPs and message resellers. Through partnerships with mobile operators the company has unique, multiple points of access into the deep level (SS7) mobile telecoms network, enabling it to offer a new level of quality in messaging services. TynTec works with a wide range of mobile operators and major global businesses including O2, T-Mobile, Accenture, British Airways and Google. For our Munich office we are looking for an enthusiastic:

## Customer Relations Team Assistant (m/f) based in Munich

### Main Accountabilities

- Assist the Customer Relations Specialist team with all tasks arising in daily work
- Create various reports/analyses as needed
- Enter information into the central database
- Assist in customer account setup
- Assist the team with customer correspondence
- Maintain the departmental filing system
- Contribute to the teams success by developing / improving processes
- Work in a rewarding team environment!

### The ideal candidate should have the following profile:

- Written and verbal fluency in English essential
- Some German language knowledge preferred
- A high degree of self-motivation and the ability to work independently as well as in groups
- Broad knowledge and familiarity of the MS Office package, especially Excel
- Excellent organizational and communication skills, training or experience in business correspondence
- Open personality



## The package

- A professional, international and exciting environment
- Challenging and diverse projects
- Excellent career development opportunities
- Distinctive team spirit
- A competitive salary

Start of Employment: As soon as possible.

If you are interested in working in an environment where ownership, pragmatism, teamwork and open mindedness are amongst our core values, then we welcome you to explore the opportunities at TynTec. Please send your CV and cover letter to [Sabine Delorme \(delorme@tyntec.biz\)](mailto:Sabine.Delorme@tyntec.biz).

Please include: 'Customer Relations Team Assistant' in the title of your Email.

## Contact Details

Sabine Delorme:

Phone: +49 (89) 202451 100

Mail: [delorme@tyntec.biz](mailto:delorme@tyntec.biz)

Web: [www.tyntec.com](http://www.tyntec.com)