

Client Service Representative

Reach us

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About us

Lybra Training, Coaching & Consulting N.V. was established on January 26, 2011, in Paramaribo, Suriname.

We provide services in training, coaching, and consulting for small and large businesses and organizations in the public and private sector. Lybra is your partner in providing effective solutions to enhance the intellectual, emotional, and physical balance of individuals, teams, departments, and organizations.

Requirements

- Currently pursuing a bachelor's degree or more
- Excellent time management, multitasking, problem-solving, teamwork, organization, and communication skills
- Ability to work in both an individual and team-based environment
- Excellent verbal and written communications skills in English and Dutch
- Experienced with basic MS Office applications (Word, Excel, PowerPoint, Outlook)
- Ability to work with deadlines
- Proactive and open for new endeavors

Responsibilities

- Answer, screen, respond and route incoming calls as well as handle walk-in-traffic
- Provide and maintain information on training and coaching activities
- Manage correspondence and assist in processing fee collection for paid services and events
- Respond to client inquiries
- Follow-up with our internal & external suppliers
- Assist in administering and archiving internal and activity calendar
- Update and reproduce marketing materials for upcoming events
- Assist in creating client reports
- Contact vendors for quotations
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken
- Contact customers to respond to inquiries or any planned adjustments
- Assist in administering and archiving minor financial transactions
- GEO data processing/documentation
- Other duties assigned

**Email your
CV to
info@lybragroup.com
to apply for this
position.**