



## **Corporate Representative Advisor for a Banking Institution fluent in German and English**

At TTEC (pronounced T-tec), we are proud of our team of young and talented multilingual speakers. Our employees join a global team of 50,000 who speak 49 languages in 80 countries. We provide learning and development opportunities that give them, a growth oriented culture, and a stimulating and positive work environment.

When you join our team, you are more than just an employee. You are a member of the TTEC family. That's why we offer benefits and perks that support your quality of life, goals and future needs.

### **We offer:**

- Extensive training programs: SAP, Excel, Business Communications,
- Management of Change, Leadership Skills and many more depending on your interests;
- Environment that stimulates achievement and excellent customer service;
- Competitive remuneration package;
- Access top notch business best practices;
- Work in a challenging and pleasant business environment

### **Main duties and responsibilities:**

- Assist clients with locating online tax documents and step by step guides to filing taxes
- Provide basic explanation of details found on specific company forms;
- Assist in generating new passwords, unlocking accounts and resetting security;
- Initiate research inquiries for missing online items;
- Submit inquiries to update dividend status to either reinvestment or check;

- Provide basic balance information, past trade details and reprints of statements.

### If you are/have:

- Very good language skills in both German and English;
- Economic background is considered an advantage;
- Excellent communication & presentation skills;
- Excellent problem solving abilities;
- Ability to prioritize tasks and manage time efficiently working with minimal supervision;
- Previous experience in customer service would be considered as an advantage.

Join our team of upbeat professionals and support some of the most successful organizations on the planet! It is people just like YOU that make TTEC (formerly TeleTech) a great place to work at.

If interested, please send your application to: [ee.ta@ttec.com](mailto:ee.ta@ttec.com) or visit our website: [www.ttecjobs.com](http://www.ttecjobs.com)

All documents will be treated in the strictest confidentiality.  
Only short-listed candidates will be invited for an interview.