



**VISIONAPARTMENTS**

Your first address.

Founded in Switzerland in 1999, VISIONAPARTMENTS specialises in the rental of high-quality furnished homes known for their commitment to service and style at best city locations. The company advanced from start-up to Switzerland's market leader in just a short time and is now expanding in phases both domestically and abroad. Its business now comprises three brands: VISIONAPARTMENTS, under which it rents exclusive apartments in the bustling urban centres of Europe; VISIONVILLAS, through which luxury residences are available; and VISIONDESIGN, an online portal where users can order furniture, furnishings, and related accessories – including many of the company's own creations.

## **CUSTOMER SERVICE SPECIALIST (GERMAN LANGUAGE)**

### **Responsibilities:**

- Contact with clients via phone or email, communicating in German and English
- Record and follow up all customer contacts in customer facing systems
- Provide help and assistance to colleagues as needed as well as supporting other departments
- Supervision and support for renting apartments process
- Support in the control of financial commitments
- General Administration

### **Requirements:**

We are looking for a person with customer service background, with experience in a similar role who can carry out tasks in a professional way with strong customer focus. Fluent German as well as very good English are a must and any further language skills would be an advantage. You need to be reliable, responsible and flexible. You must be independent and very accurate in your work. You need to enjoy administrative tasks and dealing with clients.

### **What we offer:**

We are offering a varied and independent job in the center of Warsaw in a very dynamic team on very competitive conditions.

If you are interested please send your CV to [recruitment@visionapartments.com](mailto:recruitment@visionapartments.com)