



## COLGATE - PALMOLIVE



Colgate is a \$16.7 billion global consumer products company with leadership positions in Oral Care, Personal Care and Household Care, operating in 220 countries worldwide. At Colgate, we are committed to becoming truly the best place to work. Critical to this mission is ensuring we not only provide great job opportunities and exciting career paths, but that we foster a culture which encourages people to work together to drive innovation and creativity.

If you can make a difference and would like to help shape the future and share the success of this dynamic organization, apply to Colgate-Palmolive now.



We are looking for a:

**Professional Business Call Center & Consumer Affairs Coordinator (POC\_CA/0117)**

**Temporary position**

based in our premises in Piraeus, Attiki



The appointee will contribute equally and share their time to the Professional Business team, as well as, the Consumer Affairs scope of activities. The appointee will be working closely with the Professional Business team as well as with the Commercial team on building and strengthening the scientific image of the company.



### MAIN RESPONSIBILITIES

- Calling dentists using a predefined list
- Informing dentists on Colgate Professional Oral Care products
- Taking and processing orders
- Updating Professional Dental CRM on a daily basis and providing weekly report
- Participation in Dental Conventions, according to needs
- Collecting consumer reported incidents from customer complaint agency (Datapower) and managing accordingly
- Communicating with the consumers to investigate, clarify and manage efficiently the adverse events or other inquiries
- Collaborating closely with the legal department to ensure effective management of the consumer issues
- Preparing relevant Consumer Affair reports on time



### QUALIFICATIONS

- University degree in Business or Life Sciences. Post Graduate degree will be preferred.
- Previous relevant work experience of 1-2 years in Professional Call Center or Consumer Affairs area, in the FMCG sector is required
- PC competency in MS Office
- Excellent command of Greek and English languages



### SKILLS REQUIRED

- Excellent Communication & interpersonal Skills
- Well organized, Planning & Priority Setting
- Team Spirit
- Results Oriented / Can-Do Attitude
- Credible & trusted
- High Ethical Standards
- Ability to work in international organization and matrix structures



Candidates must submit their resumes, **the latest by January 20th, 2017** by filling in the online application form, available at our site <http://www.colgate-careers.gr/businop.asp>

All applications will be treated in strict confidentiality.

Website: [www.colgate.com.gr](http://www.colgate.com.gr)