

Employee Service Center Specialist

Huawei is a leading global ICT solutions provider. Through our dedication to customer-centric innovation and strong partnerships, we have established end-to-end capabilities and strengths across the carrier networks, enterprise, consumer, and cloud computing fields. Our products and solutions have been deployed in over 170 countries, serving more than one third of the world's population.

Sito web:
www.huawei.com

Settore azienda:
telecomunicazioni

Per maggiori dettagli: www.huawei.com

Huawei is looking for **Employee Service Center Specialist**

Your tasks may include:

- Supporting expatriates re-location
- Accompanying expats for apartment visits and contract signing
- Answering employees questions regarding admin & HR policy
- Collecting and distributing documents
- Searching potential service provider and serving as a point of contact with service provider (real estate, bank, sim card etc.)
- Setting appointments and arranging meetings
- Preparation of reports and statistics
- Delivery and retrieve company car when necessary
- Ad hoc duties

To apply for this position, you should:

- Have an excellent communication skills
- Be proactive and be willing to serve colleagues
- Be available for field trip assignment
- Have completed university studies of at least two years attested by a diploma. (bachelor degree)

Categoria lavorativa:

Stage

Città di lavoro: Roma

Tipo di contratto:

Stage/tirocinio

Data inizio: 12/11/18

Durata (mesi): 6

Indennità di
partecipazione:

€800 + ticket

Esperienza lavorativa:

Livello di istruzione:

Laurea

Classi di laurea:

triennale/magistrale

You also need:

- A satisfactory knowledge of English and Italian
- A good Knowledge of Chinese language will be a plus
- A satisfactory knowledge of Outlook, PowerPoint and Excel package
- High sense of responsibility

Location: Rome

Contatti

Per candidarsi a questa posizione inviare il proprio CV, autorizzando il trattamento dei dati personali (D.Lgs. 196/2003), all'indirizzo e-mail:
alessandra.ciampitti@huawei.com