



**Lindt & Sprüngli** is a world leading manufacturer of premium quality chocolate and our exclusive products enjoy an excellent reputation and awareness.

Due to an exciting growth plan, Lindt will be looking to recruit a **Hungarian speaking Customer Service Coordinator** to join our successful team in Prague.

As our **Customer Service representative** your duties will include prompt and professional response to any client queries, processing orders and providing necessary guidance and advice to wholesale customers of Lindt & Sprüngli (Czechia).

**You main responsibilities will be:**

- Effective processing of customer orders
- Issuing invoices and credit notes
- Daily cooperation with the logistics company
- Order and Invoice issue resolution in SAP
- Communication with other colleagues to ensure customer satisfaction
- Regular reporting and other necessary administration

**You will need to:**

- Be a positive team player with outstanding communication skills
- Have advanced verbal and written **Hungarian language** knowledge
- Be a fluent Czech/Slovak or English speaker
- Demonstrate a strong customer orientation and can-do attitude
- Be flexible and independent in problem solving

**Preferably you will:**

- Have experience in customer service area and knowledge of SAP
- Have a University degree

**Why Lindt?**

Lindt is an energising place to work full of passionate people. We place great importance on being an employer of choice and offer an attractive remuneration package, including competitive payment scheme and other great benefits.

**Does it sound like a job for you? Do not hesitate to contact us!**

Please, send your CV directly to our HR Manager, **Eva Kramešová**, [ekramesova@lindt.com](mailto:ekramesova@lindt.com)  
**Lindt & Sprüngli (Czechia) s.r.o.**, Karolinska 1, Prague 8, 186 00