



Bence joined our team as a fresh graduate, and today he manages our German speaking clients' orders.



Consider us when changing jobs!

Energy, unleashed

Join our team in Szeged as a Back Office Analyst!

BP – This is your place! Find the right position to explore your potential in the exciting and vibrant universe of BP, one of the world's leading energy companies!

No matter whether you are a fresh graduate, a tourist guide, a teacher, a translator or you are already working in customer service. Consider joining our prominent team if you have **strong language knowledge and customer oriented approach**. Unleash your potential at BP as an

ENGLISH SPEAKING BACK OFFICE ANALYST

If you join us as an **English speaking Back office analyst**, you may have the following **responsibilities**:

- Interaction with customers and stakeholders in a professional, friendly and efficient manner.
- Managing customer requests and queries.
- Entering customer orders and following them up.
- Logging, assigning, tracking progress of complaints & claims from receipt to completion.
- Facilitating the invoicing process.
- Managing and maintaining material and vendor database.

For an **English speaking Back office analyst** role we have the following **requirements**:

- Fluent English knowledge.
- Customer oriented approach.
- Flexible, motivated personality.
- Strong attention to detail.
- Relevant experience in the field of Customer Service or in SSC environment is an advantage.

For more information and to apply, visit our website: www.bp.com/Hungary