

# MONSTER

## JUNIOR ORDER PROCESSING SUPPORT

### SUMMARY:

Monster is the number one name in online recruitment. With close to 5,000 employees in three dozen countries, industry-leading products and services, a global brand and unparalleled international reach, Monster is the preeminent destination for career and life management.

Monster has revolutionized the way people look for jobs and employers look for people. We are passionate about our mission: Bringing people together to advance their lives. Our explosive growth reflects the kind of people who work here: Forward thinking professionals from all industries who offer fresh ideas and share the passion for excellence. Rise to the challenge - advance your career at Monster.

**Looking for a summer job? To enhance your professional skills? Or to gain work experience within a large global company?** Then Monster have something exciting for you...

Due to a peak in volume during the summer months, we are looking to hire new Monsters on a 3 month duration, full-time contract. This is a great opportunity for those looking for a short term job to gain experience, obtain a competitive income and enhance your skills within a large global company environment.

As part of our Order Management team, your role will be to support the order administration tasks related to our order processing flow. This vital role ensures that customers receive the products that they have purchased whilst booking the sale within our internal systems.

We work Monday to Friday with a rotating weekly shift pattern (08:00 – 16:30 / 09:00 – 17:30) to cover a 40 hour week. Due to the nature of our responsibilities, there is a need to work late during peak volumes, particular on the last days of each month.

This position is based in our Monster Brno office in the Czech Republic.

### ESSENTIAL FUNCTIONS:

- Administration of all customer orders correctly and in adherence to Monsters policies and procedures at all times.
- Ensure complete accuracy of the order upon sending to finance.
- Close cooperation with various Monster departments working as one team.
- To ensure the highest level of customer satisfaction to our clients.
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### REQUIRED SKILLS

- An Advanced level of English. A similar level of another European language will be an advantage.
- Computer literacy, competency with using the internet, knowledge of MS Office (Word, Excel, etc.), and a decent level of typing skills.
- Ability and comfort with working in an open space work environment.
- Flexibility and the ability to adapt to change.
- Strong team player with a positive attitude who is committed to the company's success.
- Resilience, particularly when it comes to ensuring company compliance standards are met.
- Customer and detail orientated.
- Comfortable with multi-tasking.

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## BENEFITS

- International working environment in a shared service centre.
- Competitive salary – 28,000Kc per month + paid overtime
- An exciting and motivating office environment.
- Company benefits; language courses, food vouchers, team activities plus more.
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**If you are interested to learn more about this exciting opportunity then we would love to hear from you. Please contact Adellaide Mikova, Sr Recruiter, on [Adellaide.mikova@monster.com](mailto:Adellaide.mikova@monster.com) . We look forward to hearing from you!**