

Global Support Center Chisinau

Pedersen & Partners is a leading international Executive Search firm. We operate 57 wholly owned offices in 53 countries across Europe, the Middle East, Africa, Asia & the Americas. Our values Trust, Relationship and Professionalism apply to our interaction with clients as well as executives. More information about Pedersen & Partners is available at www.pedersenandpartners.com

Looking for an awesome new professional experience?

Pedersen & Partners is constantly expanding globally. This year we opened new offices in Switzerland, Malaysia and Norway and there are more to follow! Therefore, our team in the Global Support Center is growing constantly and we are looking forward to hiring new colleagues!

We are looking for candidates with:

- Fluent spoken and written English
- Excellent communication and social skills
- Basic computer skills
- Work experience is NOT required

Work schedule:

- Full-time: 8:00-17:00, Monday to Friday.
- Part-time: 4h, interval of time is subject to discussion
- Flexible: no fixed time at all.

What you will have to do:

- Work with company's databases
- Research via internet and via phone calling
- Drafting documents and reports

We are NOT a Call-Center: we do not have inbound calls from clients, sales targets or direct client support service!

Why should you apply?

- Full salary during training period
- Attractive work environment
- Brand new office in the city center
- Long term employment, fully covering social package
- Excellent growth and advancement opportunities
- Attractive and competitive salary paid on time
- Transparent scheme of salary increases
- Bonuses in addition to the salary, plus lunch tickets (35 MDL)

If interested, please submit your CV in English, Romanian or Russian to recruitmentmanager@pedersenandpartners.com, subject Global Support Center.

By submitting your resume, you agree in accordance with the applicable national data protection legislation that your personal data is registered in the proprietary database of Pedersen & Partners. The data will be kept in strict confidentiality and will be processed and used for recruitment purposes only.

