

Customer Support and Order Specialist (remote)

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Company: Bamboo Works

Location: Caracas

Category: other-general

Customer Support and Order Specialist (remote)

We are currently seeking a Customer Support and Order Management Specialist for a rapidly growing ecommerce business in Madrid, Spain. The main responsibility of this role is to effectively manage different aspects of order processing and customer support. The ideal candidate will demonstrate outstanding multitasking skills and the ability to thrive in a fast-paced environment.

Fulltime

Remote job (Spain)

Working hours: 9 am - 6 pm CET

Monthly Starting Salary: \$500 - \$700 (depending on experience)

Starting date: ASAP

Responsibilities:

Check and upload bills to software.

Manually uploading products to the Amazon platform.

Manage inventory and update the stock availability.

Convert Amazon orders to Holded sales tickets (ERP).

Manage and process orders.

Keep track of orders.

Requirements:

Previous experience in order management and customer support roles.

Invoicing and accounting background.

Experience with E-commerce and E-commerce platforms.

Native Spanish speaker.

Experience with ERP systems and Amazon seller platform.

Strong attention to detail and ability to work with accuracy.

Proficient in using ticketing systems (e.g., Zendesk) and other relevant software.

Send your application to

If you meet the above requirements and are passionate about Customer Service and Order Management, we would love to hear from you. Please apply with your updated resume and a cover letter detailing your relevant experience and why you are the ideal candidate for this role.

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