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Ericsson is a world-leading provider of communications technology and services. We are enabling the Networked Society with efficient real-time solutions that allow us all to study, work and live our lives more freely, in sustainable societies around the world.

Our offering comprises services, software and infrastructure within Information and Communications Technology for telecom operators and other industries. Today 40 percent of the world's mobile traffic goes through Ericsson networks and we support customers' networks servicing more than 2.5 billion subscriptions.

We are more than 110,000 people working with customers in more than 180 countries. Founded in 1876, Ericsson is headquartered in Stockholm, Sweden.

We have one (1) open position at Ericsson office in Belgrade:

## **JOB TITLE: CUSTOMER SUPPORT TRAINEE**

### **JOB DESCRIPTION:**

The successful candidate will:

- Follow up that standard processes and tools are used, by all project members, in order to secure successful customer engagement execution.
- Administer, develop and maintain required project administration, documentation and correspondence.
- Administer customer engagement documentation for example project documentation, financial data, solution configuration data in order to maintain control and traceability.
- Extract information from applicable systems in order to prepare project reporting according to standard procedures.
- Maintain and verify accuracy of project data in the corporate systems in a correct manner.
- Co-ordinate and provide input to project communication to secure alignment with identified stakeholders.

### **QUALIFICATIONS:**

- Bachelor or Master degree in Business Administration, Finance
- Fluent in English
- Proactive, eager to adapt and learn rapidly
- Administration & Organizing Skills
- Solid knowledge of Microsoft Office

**JOB OPENING**  
ERICSSON SERBIA



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- Good communication, presentation and social skills
  - Team working Skills
  - Ability to work under pressure with tight deadlines

If you are interested in the position above and you believe that your qualifications correspond to the position's requirements, please submit your application/CV in English language through JobFair14 event site.

Kindly note that only short listed candidates will be contacted.