



Manpower®

# THE AGE OF OPPORTUNITIES HAS BEGUN



The Linde Group is a world leading industrial gas and engineering company with more than 63 500 employees working in about 100 countries on all continents. AGA is part of The Linde Group. AGA region Europe North includes the Nordic countries and the Baltic countries. AGA manufactures and markets industrial gases, specialty gases and medical gases for all applications. Visit [www.aga.ee](http://www.aga.ee) for further information.

A Member of  
The Linde Group

**AGA**

**You have** accurate and swift working style, you are known for your logical thinking and ability to multi-task. You are computer literate and take interest in administrative assignments – the concept of routine has a positive meaning for you. You believe that a great team is the basis for excellence; you have a strong client service inclination and you are fluent in Norwegian or Swedish language and English (orally as well as in written).

**Would you like to be a part of a wonderful team**, work for a respected employer who cherishes employees as its greatest asset and who is constantly monitoring your performance as well as mentoring your personal growth?

If yes, then **we offer you** an opportunity to try yourself out under a permanent contract  
in an international company as a

## **CUSTOMER SERVICE ADMINISTRATOR (NORWEGIAN or SWEDISH language speaking) to Shared Service Centre in Tallinn**

**The main goal** of the position is to fulfil duties related to Order - To- Cash process and Customer Service: process customers' e-mails and queries, manage customers' data and price contracts, maintain cylinder balances and rental tasks, issue manual invoices and take invoice correction actions, also making contacts with AGA's local units within our region (Nordic and Baltic countries).

If you believe to be fit for this position, please **send your CV in English to** [kandideeri@manpower.ee](mailto:kandideeri@manpower.ee) **by no later than 15.02.2016.**

**Time:** full time, contract is permanent  
**Web page:** [www.manpower.ee](http://www.manpower.ee)