**Bilingual (German/English) Customer Service Internship**

Convertize, a digital Marketing company based in London, is looking for a multilingual candidate for the position of Customer Service Intern for the European market.

Your main tasks will be the management of all customer services for a number of B2C e-commerce websites.

**Role and Responsibilities:**

* Reply to customers’ emails (in German and English, additional European language will be a plus: Italian, French, Spanish, Dutch)
* Overseeing purchase on the Internet
* Assist in marketing service
* Moderation on social media portal
* Translation of marketing materials
* Creation of product sheets
* Manage refund and payment
* Creation of templates, update of websites terms and conditions

**Requirements:**

* Hard working candidates with strong attention to detail and able to see the big picture
* Being outgoing and enjoy dealing with customers as well as business partners
* Good knowledge of MS Office applications
* Native German and excellent English

**Great benefits include:**

* Dynamic, fast moving, rapidly growing environment, where we value creativity and innovation, technical excellence and responsibility/ownership
* Paid Internship (£630 per month)
* Free gym access

To submit your resume, please email [intern@convertize.com](mailto:intern@convertize.com) and mention your training period.

The internship is paid £630 and we are looking for someone to start in August/September for six months at least.