



Upgrade Your Career

Capgemini Experts Community
Join. Share. Add to favourites.

Capgemini Infrastructure Services is one of the biggest outsourcing service providers in Poland. IS has achieved great success and grown rapidly since the establishment of our first service center in Krakow in 2004. In 2006, we opened a second center in Katowice and in 2012 a third center in Opole. Today, our team of 2,000 professionals delivers IT outsourcing services to 40 clients in 20 languages.

Currently, to our office in Katowice we are looking for candidates for the position of:

Customer Service Advisor (Translations)

Job description

- Translation of documentation provided by the Prime Contractor from French to English (divided by technology towers)
- Administrative tasks related to receiving, storage and processing of documentation (using Team room and e-mail)

Candidate's profile

- **Confirmed excellent verbal and written English and French**
- Excellent interpersonal and communication skills
- Ability to work with minimum of supervision as well as perform under pressure and meet tight deadlines
- Very good understanding of MS Windows and MS applications environment
- Very good knowledge of IT vocabulary
- Strong reporting skills
- Attention to details
- Experience in translation of documents would be an advantage but not necessary

What we offer

- Work in multinational company for c.a. 100 Blue Chip Clients - known, global brands, supported by 6000 professionals in 30 languages
- Clearly defined career path (experts or managers), wide range of trainings - over 20 000 online trainings and books also available at home, trainings in classroom, funding for learning foreign languages
- You will learn best practices and global business from Capgemini experts. Over 900 certificated professionals in the field of e.g. ITIL, Vmware, Citrix, Oracle Database
- You will work in an inspiring atmosphere. We work together and celebrate together - Capgemini Theatre, employee volunteer program, integration events, sports events (basketball, volleyball) - everyone will find something for themselves!
- In addition to the salary you will receive attractive benefit package (medical care for whole family, life insurance). You can recommend friends in Referral Program and collect awards!
- Our offices are conveniently located with "Bicycle-friendly" certificate!

Interested candidates are invited to send CV to recruitmentIS.pl@capgemini.com.
Please include reference number in the subject of your message
(name of institution)/CSA/Translations/KTW

Please be advised that Capgemini Poland Sp. z o.o. located in Warsaw, Al. Jerozolimskie 96, is the controller of personal data provided by you in the recruitment applications. Your personal data will be processed in accordance with the Personal Data Protection Act of 29 August 1997 (Journal of Laws 2002, No. 101, item. 926 with further amendments) for the purpose of existing and future recruitment processes. Please be advised that in scope of recruitment process your personal data will be processed by the controller and sub-processors located outside European Economic Area including India's entity. Data processing might include voice recording. Data submission is voluntary. Every person has the right to access their data in order to correct it or delete it"

*Please include following statement in your application:
 "I hereby authorize Capgemini Poland Sp. z o.o. to process my personal data included in my job application and voice recordings for existing and future recruitment processes (in accordance with the Personal Data Protection August 1997, Journal of Laws 2002, No. 101, item. 926 with further amendments). I also authorize Capgemini Poland Sp z o.o. to sub-process my personal data outside European Economic Area including India's entity, which may also include Capgemini's clients within and outside of EEA."
 We protect your privacy. We kindly inform you that we contact only chosen candidates. The recruitment process is conducted in accordance with the principles of equal treatment in employment, Labor Code, Chapter IIa, Art. 183a– 183e.
 Employment Agencies Register – 9595.*