



Telephone Operator

Bedrocan International B.V. is looking for a Phone Operator at their facility in **Veendam** to support the company's globally expanding network.

About Bedrocan

Bedrocan is the most experienced producer of medicinal cannabis in the world. We are renowned for our standardized, high-quality products, which is why numerous governments, scientists and pharmaceutical companies have chosen to work with us all around the world. We believe that our product is one of a kind and the best in the world.

As our reach and influence is rapidly expanding in the global cannabis industry, we are looking for highly qualified and motivated professionals. Are you ready to join our team and play a vital role in this exciting journey?

What you will do

As our Telephone Operator you will answer and process all incoming calls, requests, questions, or concerns. You will effectively and tactfully manage both internal and external calls and forward them to the relevant extension or provide alternatives (eg. take messages) as appropriate.

You will also assist with other necessary clerical activities within the office including scanning, printing, filing, maintaining records, managing the post, and scheduling appointments.

Who you are

- Your communication skills are excellent (especially via phone), in both English and Dutch. Knowledge of other foreign languages are an advantage.
- You have a demonstrated ability to provide superior customer service
- You possess good organizational and time management skills
- You have a good knowledge of general office procedures and experience with office management systems
- You are able to manage multiple tasks while accurately completing routine functions
- Excellent attention to detail and ability to solve routine problems
- Confidentiality

What we offer

- An exciting job with a market competitive salary at a fast developing company where the employees are committed and believe in the success of our products
- Reimbursement of your travel costs

How to apply

Please send your CV to the following email address: career@bedrocan.com, before **30 November 2018**.

For further information on this vacancy you can also contact us at tel.: +31 598 62 37 31 .

Acquisition is not appreciated.