

# Colombia Jobs Expertini®

## Auxiliar administrativa

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Company: SoftwareOne

Location: Colombia

Category: business-and-financial-operations

Why SoftwareOne? Success at SoftwareOne is not defined by what you do for yourself, but by what you deliver for our customers, the business and for the employees around you.

SoftwareOne employees are energized, agile and are laser focused on delivering world class Customer Satisfaction and results. Our leaders motivate and inspire their teams and provide a working environment that delivers incredible levels of Employee Satisfaction. We are Humble. Our leaders operate with a high level of Discipline but can work at Speed manage change in a global economy. We are a leading global provider of end-to-end software and cloud technology solutions, headquartered in Switzerland. Our 8,700 employees support our approximately 65,000 customers in their digital transformation. The role We are thrilled to announce an opportunity to join our team as: Office Representative SoftwareOne Scope: Full-time | Location: Medellin |Hybrid How a day to day would look like in this role: Support the proper functioning of the area to which he belongs in relation to the attention of people, documentation management, archiving, logistics, among others. What we need to see from you Profile:Technician in Administrative Management or related careers with at least 6 month or 1 year of experience in the role. Required skills: Experience and knowledge with Office 365 (outlook, word Excel) Experience with digital Document Management Costumer Service.

BENEFITS A unique culture with lived corporate values for an appreciative and supportive work environment. Opportunity to develop your potential in a personalized way and according to your objectives within the role. Health policy with SURA for you and preferential rate for your family. 100% disability payment. Economic incentive program for employee referrals for active positions. You will be part of one of the most competitive Employee Funds in the

industry where you will have access to savings, credits and special agreements with allied brands. Spaces for leisure, celebrations and recreation for your physical and mental health. At SoftwareOne, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by local laws. Job Function Software & Cloud Services We are thrilled to announce an opportunity to join our team as: Office Representative SoftwareOne Scope: Full-time | Location: Medellin | Hybrid How a day to day would look like in this role: Support the proper functioning of the area to which he belongs in relation to the attention of people, documentation management, archiving, logistics, among others. Profile: Technician in Administrative Management or related careers with at least 6 month or 1 year of experience in the role. Required skills: Experience and knowledge with Office 365 (outlook, word Excel) Experience with digital Document Management Customer Service. BENEFITS A unique culture with lived corporate values for an appreciative and supportive work environment. Opportunity to develop your potential in a personalized way and according to your objectives within the role. Health policy with SURA for you and preferential rate for your family. 100% disability payment. Economic incentive program for employee referrals for active positions. You will be part of one of the most competitive Employee Funds in the industry where you will have access to savings, credits and special agreements with allied brands. Spaces for leisure, celebrations and recreation for your physical and mental health. At SoftwareOne, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by local laws.

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