

Partnership Administration Officer

CONTACT DETAILS

Please fill out the contact details below in order to facilitate communication.

Name:	Surname(s):
Nationality/ies:	Address:
Email:	Mobile:
Gender:	Mother Tongue/s:

SECTION 1: ELIGIBILITY

Please respond to each statement below with only a Yes or No entered in the third column.

ELIGIBILITY	STATEMENT	CONFIRM
Nationality:	Be a national of an EU Member State or an EFTA state ¹ or have a work permit to work in Spain.	
Citizenship Obligations:	I can provide a certificate of good conduct (confirming the absence of any criminal record).	
Education:	<ul style="list-style-type: none"> Bachelors' degree in Engineering (or similar)². 	
Languages:	<ul style="list-style-type: none"> Excellent written and spoken English (C1), additional European languages are a plus. 	
Sector experience:	<ul style="list-style-type: none"> At least 4-year of experience in customer care roles 	
Operational experience:	<ul style="list-style-type: none"> Knowledge of relevant call tracking applications and ticketing tools 	

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

	<ul style="list-style-type: none">▪ Knowledge and experience of customer service practices▪ Related experience and training in troubleshooting and providing help desk support	
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SECTION 2: COVER LETTER

Describe specifically how your experience matches the skills defined in the job description for the **Partnership Administration Officer**. Use examples to illustrate your competencies. This should be no more than 2 pages.

SECTION 3: CURRICULUM VITAE

Please cut and paste your most recent CV limited to 3 pages.