



PR/157900 | Mandarin Speaking Helpdesk Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512297

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities:

- Provide level 1 support and troubleshooting assistance for users encountering issues with the logistics software (Warehouse Management System, Freight Forwarding System etc.)
- Record user inquiries via email and processes in the incident management system.
- Escalate unresolved or complex issues to level 2 support or relevant technical teams for further investigation and resolution.
- Keep users informed of incident progress and notify them of changes or outages.
- Close resolved incidents, requests, and others in a timely manner.
- Follow up on open tickets and influence tech teams for prioritization.
- Relay customer feedback or suggestions to the appropriate internal teams.

Job Requirements:

- Candidates must possess at least Bachelor Degree, Professional Degree or master's degree preferably in Information Technology or any other equivalent.
- Good in communication skills.
- Good knowledge of Microsoft products (Microsoft 365, Word, Excel, PowerPoint, Teams).
- Ability to multitask efficiently and provide prompt assistance to multiple users simultaneously.
- Able to communicate in English and Mandarin due to the market support.
- 2-3 years' experience in IT Helpdesk or Service Desk
- Open for fresh graduates

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Company Description