



PR/094666 | Customer Service Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1515297

Industry

Other

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 14th, 2025 10:22

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

CUSTOMER SERVICE EXECUTIVE

Our client in the materials manufacturing sector is seeking a customer service executive. This newly established position has been created because of the company's expansion.

Key Responsibilities

- Coordinating order and purchase processing upon contract review
- Liaison with inter-company and customers on timely deliveries and shipments to destinations
- Providing efficient flow business support to the sales team to achieve customer satisfaction
- Create sales quotation upon request from customers or sales team

- Order entry and follow-up with customers on the delivery dates, including system projects order entry, PO placement with source and logistics matters.

Key requirements

- At least 3 years of experience in customer service or a related field.
- Experience working with customers in APAC region
- Good command of spoken and written in English
- SAP knowledge is preferred
- Minimum GCE "A" Level or Diploma Level

Interested applicant, please click APPLY or email me at jennifer.hardicar@jac-recruitment.com

Do note that we will only be in touch if your application is shortlisted.

Jennifer Maria Hardicar
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#LI-JACSG
#countrysingapore

Company Description