



## PR/157950 | Senior Customer Service Executive

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントマレーシア

## 求人ID

1505209

## 業種

物流・倉庫

## 雇用形態

正社員

## 勤務地

シンガポール

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:33

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

A global integrated logistics service provider is seeking a Senior Customer Service Executive for their new office in Penang. This incumbent will be leading the customer service team in providing seamless and customer focused solutions to support the achievement of business objectives.

## Job Responsibilities

- Full set of import/export shipping documents based on LC, Certificate of origin, Custom/Insurance declaration
- Process customer's orders/enquiries timely and accurately
- Handling of Cargo documentation (LCL & FCL) and Shipping documentation (import/ export/ BL/ documentation)
- Ensure compliance with customer's Standard Operating Procedure
- Ensure all event data are updated correctly in system

- Manage the team handling the day-to-day operations
- Process mapping and implementing process improvements

#### **Job Requirements**

- Min. Diploma in Logistics, Business or related discipline
- Able to work under pressure in a fast changing and demanding environment
- Experience in freight forwarding/ logistic company

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会社説明