

CHASEN LOGISTICS SERVICES LIMITED

Job Title: CUSTOMER SERVICES CUM ADMIN EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 1

Responsibilities & Duties:

- Answer customer's phone calls and queries.
- Forward customer sales enquiries to Sales Dept. for follow-up.
- Co-ordinate with Operations Dept. to respond to customer queries regarding on-going jobs and projects.
- Schedule jobs with Operations staff.
- Type quotations and send to customers.
- Track and monitor completion of jobs in the RVS (River Computer System).
- Confirm jobs are "CLOSED" in RVS based on receipt of signed Delivery Orders.
- "CLOSED" means job is completed and required documents are sent to Accounts Dept. for billing.
- Other ad-hoc activities as assigned.

Requirements and Qualifications:

- Candidate must possess at least a Diploma / Bachelor's Degree in related fields.
- Customer service experience will be an added advantage.
- Proficient in Microsoft applications software.
- Able to work independently in a fast-paced environment.
- Collaborative and able to complete tasks in a timely and accurate manner.
- Good communication skills are desired.
- Able to start work immediately is preferred.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to Siowchian@chasen-logistics.com.

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)