



PR/158562 | 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

1536591

業種

物流・倉庫

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:02

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

Our client is well established Belgium MNC Company in value-added logistics and high-tech services.

Location: Medini

Job Description:

- Strong in operations and customer service related industry
- Handling day-to-day operations independently
- Data creation and entries
- Prepare transport documentations bookings with shipping line and B/L documentations
- Generating, submission and booking bagging orders for manipulation

- Manage customer and vendor complaints
- Daily interactions with customers and vendors on shipment status
- Oversee and manage the invoicing process, ensuring accuracy and timeliness in billing.
- Coordinate with finance and other relevant departments to streamline invoicing activities.

Job requirements

- GCE 'O' level and/or Diploma in relevant discipline
- Min. 3 years of relevant experience in Third-party logistics (3PL) / Freight Forwarding / Logistics industry
- Proven knowledge of ocean freight shipment documentation & processes (MSDS, DGD, B/L) and legislation (DOT CFR 49, IMDG, FMC, INCOTERMS)
- Customer focused and a great team player who is able to work independently
- Experience in inventory management with strong administrative skills
- Knowledge in SAP order processing and proficient in Microsoft Office

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会社説明