



JAC Recruitment

We are recruitment specialists around the globe

Thailand

PR/116132 | Customer Services Specialist

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 タイランド

求人ID

1536923

業種

その他（メーカー）

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年05月14日 08:00

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

Job responsibilities:

- Assist to perform the best practice of customer service to internal and external customers and distribute process of improvement
- Supervise team members while ensuring that every task is done correctly and effectively and make sure that all aspects of customer service are established well
- Manage, response, and receive customer orders via email, telephone, online, and assuring timely order processing
- Assist customers in placing product, equipment, and parts orders by providing information including features, pricing, availability, shipping schedules, special promotions, and prepare quotation
- Prepare reports of customer service team, and serve as the customer service supervisor when their superior is not around

Qualifications:

- Bachelor's degree in business administration, management, finance, or related field preferred
- Proficient computer skills, including Microsoft Office (Word, PowerPoint, Outlook, and Excel)
- Effective verbal and written communication skills in English
- Ability to be highly organized with an attention to detail
- Ability to multi-task and meet deadlines with self-motivation and proactivity
- SAP and related ERP is preferred.

