



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159616 | 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

1560804

業種

電力・ガス・水道

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10月07日 11:28

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 seeking a detail-oriented and proactive Customer Operations Executive to support the sales and customer service functions. This role involves managing customer orders, documentation, and communications to ensure smooth and efficient operations.

Job Responsibilities

- Prepare quotations, RFQs, and web-based quotes.
- Process orders, delivery notes, invoices, and credit notes.
- Coordinate delivery rescheduling in line with company guidelines.
- Resolve customer issues including RMAs, delivery discrepancies, and claims.
- Manage customer documentation such as forms, agreements, and contracts.
- Fulfill requests for samples, catalogues, and marketing materials.
- Compile benchmark and complaint reports regularly.
- Support account owners during joint customer visits when required.
- Participate in meetings and document minutes.

- Assist with company stocktaking activities.
- Respond to customer phone calls within the designated timeframe.

Job Requirements

- Diploma in Business Administration with 2 -3 years experiences (Electronic Industry preferred)
- Proficient in English (spoken and written)
- Strong customer services and phone marketing skills
- Independent, dynamic and persuasive

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明