



PR/096103 | 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 シンガポール

求人ID

1563212

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

2025年11月11日 05:00

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

COMPANY OVERVIEW

Our client is a leading logistics and freight forwarding company with over five decades of presence in Singapore.

JOB RESPONSIBILITIES

- Provide outstanding, friendly, and reliable service through direct customer engagement.
- Verify import document compliance when processing import work orders.
- Apply for the correct export permits and complete customs processes in a timely manner.
- Answer all incoming calls within three rings without fail.
- Monitor shipment onboard status and promptly inform customers of any irregularities.

- Ensure seafreight rates applied are accurate and up to date.
- Stay informed and updated on new airline or government regulations and requirements.
- Liaise with internal and external stakeholders regarding shipment status and handling.

JOB REQUIREMENTS

- Minimum Diploma qualification.
- At least 5 years of relevant experience in the logistics or freight forwarding industry.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, etc.).
- Strong communication and coordination skills.
- Ability to work independently and handle time-sensitive tasks efficiently.
- Knowledge of seafreight operations and export documentation is essential.

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明