



CARLTON GLASS
嘉升玻璃

CUSTOMER SERVICE OFFICER

RESPONSIBILITIES

- Schedule, arrange, and coordinate company's delivery
- Liaising and scheduling deliveries with customers
- Handle and manage the delivery team
- Resolve any issue arising from delivery team
- Perform all administration at front reception area: such as, handle customers face to face, checking of order status and etc
- Closing of Daily cash received and submit to finance department
- Process paperwork and liaise with internal staff & external customers
- To process daily and monthly reporting
- Attending team meeting and sharing best practice with colleagues
- Perform other related duties and assignments as required

REQUIREMENTS

- Minimum GCE 'N'/'O' level with similar job duties
- Able to perform job independently with minimal supervision
- Good working attitude and willing to learn
- Possess good communication skills (both written and oral) and interpersonal skills.
- Must be self-motivated, resourceful and possess a pleasant disposition

THINGS TO NOTE

- 5.5-days work week; alternate Saturday.
- Located at Changi North
- Full time positions only
- Singaporeans and/or Singaporean PRs only.

BENEFITS & OPPORTUNITIES

- Attractive income package (Basic Salary + Monthly Allowances)
- AWS + VB, Annual Salary Increment, Annual External Training Budget & etc
- Excellent Welfare Benefits: Flexi Claims, Progressive Annual Leave & etc
- Career Growth Opportunities with Prospects