

Customer Service Administrator/ 5Days/ North (Temp 4 month)

Job Responsibilities:

- As a focal point for external customers & business partners in Asia on quotations, order acceptance, order fulfilment & collections follow-up.
- To respond to quotation requests & ensure that pricing, discounts, terms & conditions comply with company policies.
- To ensure that business controls are in place for order entry & compliance of order acceptance with corporate marketing policies.
- To communicate & negotiate with external customers & divisions on products delivery dates.
- To pro-actively monitor exception orders & ensure appropriate contingent actions are taken to meet delivery schedule
- To implement key processes in Customer Services & be pro-active in initiating & leading projects to improve & streamline order management tasks.
- Order management - Order Process.

Requirements:

- Candidate must possess at least Higher secondary/Pre-U/A level/College in any field.
- At least 1 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): Microsoft Office
- Preferably Non-Executive specialized in Customer Service or equivalent.