

Customer Service Officer (1 Position)

Business Administration, Customer Service/Support, Exec. / Management, Logistics, Sales / Marketing, Shipping / Import / Export, Communications, Expression of Interest, Manufacture / Operations, Other, Computer - General, Driving/Transport

- Location: Phnom Penh
- Schedule: Full-time
- Salary: N/A

Duties

- Receive Shipment Advise

Sales Team

- operate Import/Export shipment (Import/Export Clearance & Freight Forwarding Out/Inbound) effectively & Efficiency.
- Follow up/Update info Shipment status
- Client/Partner.
- Cooperate follow up
- Document/Clearance team.
- Pre-alert Clearance team
- clearance schedule.
- Contact Carrier/Partner pre-arrangement
- pre-alert.
- Update Standard Local Charge
- all carriers.
- Settle payment Local Charge
- Carrier/GSA.
- Cooperate Truckers/Labor/Logistics Team cargo delivery time
- correct address.
- Cooperate Sales team deeply costing scope
- arrangement.
- Keep soft/hard document server
- board.
- Maintenance relationship partners/customers
- quicker arrangement.
- Do daily shipment report
- each shipment.
- Other Tasks

- be provided by Customer Services Sales Manager.

Requirements

- Bachelor degree

business administration, management other

- skills.
- Both genders, female
- priority.
- At least 1 experience Logistics Company 2 years' experience
- operation field.
- Be
- fast learner, smart & flexible person & team player.
- Good communication &
- skills.
- Fluent English or/and Chinese
- preferred.
- Know well Microsoft Office, E-mail & Internet, Computer.
- Eager learn gain experiences (curious person
- passion).
- Hard working, patient be able
- work under pressure.
- Friendly, morality, high

- for works.