

Job Announcement

Sunshine Logistics (Cambodia) Co., Ltd is an international freight forwarder with global network and working with several airlines and shipping lines.

We are looking for qualified candidates to fill below positions.

Positions

1. Import Customer Service Representative

Location: Phnom Penh

Schedule: Full Time

Job Requirements:

- Bachelor degree in Business Administration, marketing or other related skill
- Good command of spoken and written English.
- Computer skills (Ms. Word, excel, Internet and outlook)
- Self-starter and have pro-active attitude & Excellent building customer relationship
- Customer management. Fast learning. Honest, Flexible & Good Attitude
- Work as a team
- Fresh graduated is encourage to apply

Job Description:

- Daily work with shipper/consignee for import shipment.
- Work accordance to standard operating procedure.
- Follow up cargo for consignee.
- Proactive and exhibits excellent problem-solving capabilities.
- Coordinate with others departments to meet the customer's needs.
- Create and send invoice to customer as per customer service manager's instruction.
- Update daily/weekly/monthly report to customer service manager.

Application Information

- Interested candidate should send CV with cover letter along with current photograph (4x6) to the address or e-mail below. Only short-listed candidates will be contacted.

Closing date

31 July 2023

Contact details

Address: No. 93, Str. 17, Sangkat Dangkao, Khan Dangkor, Phnom Penh, Cambodia.

Phone : 017 731 123

E-mail : info@sunshinecambodia.com

Website : www.sunshinecambodia.com