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## Client Service Executive

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### **Responsibilities:**

- Handle emails & telephone calls
- Coordinating with overseas offices and clients to arrange their collection orders in Hong Kong
- Follow up and communication with internal departments to ensure correct shipment handling
- Order booking and maintain data entry accuracy
- Arrange supplies material for clients
- Complete daily reports
- Handle complains related to pick up team

### **Requirements:**

- HKDSE or above
- Excellent English language skills, both written & spoken
- Some experience in MSDS for DG / Strategic commodity export license would be beneficial
- Well organized
- Ability to work independently under pressure
- Fresh graduates are welcome

### **Working Hour:**

- Monday – Friday (09:00 – 18:30 / 10:00 – 19:30)
- Alternate Saturday (09:00 – 13:00)
- Sunday/ public holiday Off

The remuneration package will include birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: [jobs@royaleinternational.com](mailto:jobs@royaleinternational.com)

All information collected will be used for recruitment purposes only.