
Customer Service Assistant

Responsibilities:

- Data entry of POD information
- Follow up problem shipments
- Filing and scanning of delivery documents
- Tracking shipments by phone or email

Requirements:

- Form 5 / DSE or above
- Fresh graduate is also welcome
- Fluent in spoken and written English
- Professional telephone manner
- Detail-minded and Customer-oriented
- Independent and hardworking

Working Hour:

- 5 days work (08:00 – 18:00 / 09:00 – 19:00)

The remuneration package will include 5-day work, 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

All information collected will be used for recruitment purposes only.