
International Account Servicing Executive

An exciting position within our International Sales Department is now available, Work within a fast paced, dynamic office while broadening your knowledge of Logistics and the Globe.

Royale International has over 40 offices in key locations around the world and employs more than 1,000 staff globally, Royale continues to expand into new locations and provides exiting prospects for staff looking to advance their careers.

Responsibilities:

- Assist in arranging Air Freight shipments. Liaise with destination offices, agents, clients and sales staff
- Assist in day to day account handling for courier clients. Dealing with quotations, status updates, billing enquiries
- Managing correspondence between the sales team and their clients
- Monitoring customer accounts usage and spending
- Provide data and reports to help the sales team
- Handle customer complaints
- Develop and maintain good rapport with existing and potential clients
- Handle daily service provisioning work and coordination work with internal departments and global offices
- Handle any ad hoc duties assigned to meet the company's needs

Requirements:

- Diploma holder or above
- Fresh graduates are welcomed to apply
- Excellent command of written and spoken English, Cantonese and Mandarin
- Proficiency in MS Office
- Excellent interpersonal & communication skills
- Good customer care skills
- Good administrative skills
- Team player yet also able to work independently, attention to detail and self-motivated
- Proactive

Working Hour:

- Monday – Friday (09:00 – 18:30 / 10:00 – 19:30)

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.