

Customer Service Staff

PT Relington Trelog

URGENTLY REQUIRED

A growing
international moving logistic company located in south Jakarta looking
for

CUSTOMER SERVICE STAFF

Inquiries:

- Bachelor degree
from a reputable university, preferable S1
- Female max. 30 years old
- Experience In the same field (preferable from,
Moving, Logistics, Freight Forwarding company)
- Fluent in English both written and spoken (MUST)
- Computer literate (MS Office)
- Hard-worker and able to work under pressure

Job Descriptions:

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Handling the
telephone calls

-

Filing

-

Collecting the rates
and schedule from carrier, and price from vendor

-

Creating the
quotation to client

-

Collecting the
client data from marketing

-

Monitoring the
movement (inbound, outbound, local move)

-

Making weekly
report for movement activity

-

Coordinating the
project to packers, client, vendor, and marketing

-

Sending invoice to
client and agent

-

Making quotation to
agent or client

-

Handling General Affairs
matters

-

Monthly stock of
name the packing material

-

Maintain the
customers

-

Collecting the
rates and schedules from carrier

- Creating Shipping
Instruction

- Input customer's
data

Please send your CV with CURRENT PHOTOGRAPH and EXPECTED
SALARY to:

HR Department

PT. RELINGTON TRELOG

Jl Adhyaksa II D95

Lebak Bulus

Jakarta 12440

Email: info@ezyrelo.com

(Please write name and the position on e-mail subject)