

SALES ADMIN (Best Express)

Job Descriptions

- Customer Service.
- Provide accurate and appropriate information or assistance to all incoming calls as well as walk in customer enquiries.
- Manage enquiries and promotion on social media.
- Manage cash, card, or QR transactions.
- Approach new potential VIP customer.
- Receive customer package and process for delivery.
- Ensure a tidy working environment.
- Maintaining all ISO related matters pertaining to Customer Service.

Job Requirements

- Minimum a Diploma or Degree in any field with at least 1 - 2 years experience in front office/customer service/business & admin;
- Proficient in using Company CRM
- Excellent communication and customer relationship skills;
- Good analytical and problem-solving skills;
- Pleasant personality, professional and customer-oriented;
- Ability to handle customer enquiries is a plus;
- Required language(s): Mandarin, Bahasa Malaysia & English;
- Applicants must be willing to work in Bandar Baru Bangi.
- Fresh graduates are also welcome to apply.
- Required to work 6 days (10AM-7PM, offday on a weekday)

Required documents

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy.

Job Type: Full-time