



Customer Service Assistant

Responsibilities:

- Handle telephone and walk-in enquiries
- Attend to samples request and goods returned
- Generate invoices and coordinate delivery with Operations Department
- Basic filing and mailing duties

Requirements:

- Minimum GCE 'N' level or equivalent with 1 year of customer service working experience
- Service oriented and a team player
- Majority of walk-in and call-in customers speak mandarin, proficiency in Mandarin is a must

Additional:

- Transport provided at Yew Tee MRT Station
- On-job-training provided for successful candidate
5.5 working days (Alternate Saturday)

Please submit your detailed resume with a recent photo, current and expected salary to:

hr.admin@tak.com.sg

We regret to inform that only short-listed candidates will be notified.

Office located at: 41 Sungei Kadut Ave Singapore 729665