



Customer Service Assistant

We are looking for a Customer Service Assistant to join our team. Reporting to the Senior Executive, Customer Service and work closely with internal and external parties. The individual would be responsible for providing a prompt and efficient customer service on handling orders/enquiries to support within the company.

You will be responsible for:

- Managing of customer's orders and enquiries through telephone and by walk-in
- Managing of high incoming calls volume
- Responding promptly to customer's inquiry
- Order processing (issuing of invoices/delivery orders)
- Receptionist duties (when needed)
- Co-ordinating with internal departments on necessary support
- Ad-hoc administrative duties as assigned by HODs

In order to succeed in this role, you should ideally have:

- Education Qualification: Minimum O' Level/NITEC
- Preferably with 1-2 years of relevant working experience
- Bilingual in English and/or Mandarin while handling enquiries with English and/or Mandarin speaking customers
- Multi-tasking, good time management and team player
- Able to work on 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 Avenue Singapore 729665