

**CUSTOMER SERVICE (Based in Port Klang)**

Industry / Location

FM Worldwide Logistics Sdn Bhd (199401001540 (287218-U)

Lot 37B, 3rd floor, Lebuh Sultan Mohamad 1, Kawasan Perindustrian Bandar Sultan Suleiman, 42000 Port Klang.

Tel : 609-584 0359 / 0459 Fax : 609 584 0159

**Responsibilities:**

* To service existing and new customers, attend to customer’s request and ensure customer’s satisfaction.
* Handling daily activities of import/export operations, freehand or nomination.
* Liaison with Shipping Lines, co-Loaders and NVOCC on booking/ documentation & updates.
* Correspond and communicate with oversea group offices and agents via e-mail or phone pertaining to enquiries and information feedbacks to/from
* customers.
* Follow up with vendor on billings.
* Prepare billing and invoice to customers. .

**Requirements**

* Minimum requirement : Diploma holder.
* Job experience: Min 1 to 2 years working experience on related field.

Salary will commensurate with experience and qualifications. Interested candidates are invited to write in / fax / What’sapp or e-mail with detailed resume to:

**FM WORLDWIDE LOGISTICS SDN. BHD.**

**Tel : 603-3176 5336 Fax : 603-3176 5363 What’sapp : 6012-345 6028**

**Email :** [**gen@fmgloballogistics.com**](mailto:gen@fmgloballogistics.com) **Website :** [**www.fmgloballogistics.com**](http://www.fmgloballogistics.com)