

Job Title

Customer Service Team – location at Melaka

Requirement:-

- Min. qualification: SPM
- Preferable Chinese candidate with MIN 2 years working experience in logistics or shipping industry.
- Basic Computer knowledge, EG: Excel & Word
- Good/fair command of English, Mandarin & Malay
- Training will be provided

Job scope:

- Co-ordination & monitoring scheduling & booking - export & import -sea / air & road mode for customers.
- Daily communication & co-ordination with customer/ Head quarter -PKG /shipping line/ custom broker & oversea agents on daily operational matters.
- Manage & back up business development team on quotation.
- Track-trace & monitoring on supply chains /door to door shipment/inland.

***Account department * - location at Melaka**

Job Description

- Daily / weekly & monthly Account receivable Report
- Daily operation of Account Receivable
- Follow up payment/collection
- Issue invoice to Debtors
- To monitor compliance of credit policy, to alert and remind

Client for exceeding of credit limits, terms and notify customers

- Follow up on all invoices sent to ensure that debtors received the invoices
- Managing debtor aging
- Resolving customer queries and issues

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

Email : kelly.low@fmgloballogistics.com or whatsapp to mobile no. : 012-799 6152
or Fax : 606-3175 202