



# JOB VACANCY

## CUSTOMER SERVICE (Based in Port Klang)

### Industry / Location

FM Global Logistics (M) Sdn Bhd  
Lot 37A, Lebuah Sultan Mohamad 1, Kawasan Perindustrian Bandar Sultan Suleiman, 42000 Port Klang.  
Tel : 603-3176 1111 Fax : 603-3176 2188

### **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 GLOBAL LOGISTICS (M) SDN. BHD.**

Tel : 603-3176 1111

Fax : 603-3176 2188

What'sapp : 6012-799 6152

Email : [gen@fmgloballogistics.com](mailto:gen@fmgloballogistics.com)

Website : [www.fmgloballogistics.com](http://www.fmgloballogistics.com)