

Customer Support Officer

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Company: PRTR

Location: Bangkok

Category: other-general

Our client is a leading trading company in electronic parts in Thailand. Now they are looking for Customer Support to join their company.

Responsibilities:

Being responsible for order management, financial and pricing, stock management, and solving problems.

Contacting supplier, forwarder, and broker to arrange shipment.

Creating a newly registered client.

Updating reports to the client.

Analyzing and monitoring the forecast daily.

Analyzing the demand of client orders.

Being the point of contact with cargo to clear dead stock.

Checking the physical inventory at the warehouse.

Performing other tasks as assigned.

Qualifications:

Not over 26 years old.

Bachelor's Degree in any field.

Experience of 1-3 years in Customer support, Sales support, Import officer, and administration.

Having experience from trading company.

Good command of English.

Strong in Microsoft office especially Microsoft excel (Vlook up, If, Sorting).

Benefits:

5 days working Mon-Fri 08.00 AM – 05.10 PM.

Monthly Language allowance for English and Japanese (– 3, THB/ Month depending on TOEIC Score).

Monthly perfect allowance THB.

Bonus payment twice a year (Jun/Dec) average 3.5 months/ year.

Social security insurance Providence fund Medical fee 20, THB Group life insurance.

Language course (English & Japanese).

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