

We are a well established logistic company located at Section 33, Shah Alam and now is expanding our business.

In line with our expansion, we are offering the below position:-

Customer Service cum Operation Executive

1. Responsible on the logistic management, by ensuring all elements of the distribution process are coordinated to meet customer requirement in a timely and high quality.
2. To maximize the utilization of trucks availability into daily truck planning schedule accurately.
3. Update customers via email on the appointed truck and driver details as per truck booking.
4. Report and response to the customer or operation team on any issue that may affect the delivery schedule.
5. Any others duties may be assigned by superior and management.

Requirements:

- Diploma in Logistic Management, Business Studies or equivalent.
- Candidate with at least two (2) years' experience in logistics industry.
- Computer literature.
- Possess positive attitude, self-motivated and result oriented.
- Independent and able to work under pressure.

Interested candidates, kindly forward your resume stating working experience, current and expected salary and contact telephone number via online.