

CUSTOMER SERVICE STAFF (Female/Male)

Job description:

- 1 Available and in charge for customer telephone hotline from Mon –Sun (including holidays), from 08:00 until 21:00. Hotline at the office only until 17:00. Hotline after 17:00 is required using company mobile phone.
- 2 Savvy and have fun in using Facebook, Twitter and other social media.
- 3 Window for the end-user contact.
- 4 Support in-house sales team in the coordination of the order delivery.
- 5 Make reports of customer service activities for marketing purpose.

Job Requirements

- 1 Good personality, confidence in speaking and service-mind are absolutely required.
- 2 Good level in English both writing and speaking. Skills in further foreign languages are on advantage
- 3 Proficiency in Microsoft Office (Word, Excel, etc.)
- 4 Willingness to work overtime and during holidays when necessary
- 5 Can work in a team

If you are interested in this position, please submit your resume to
Khun Nattapol at nattapol.s@aapico.com and include the job position in the subject line.