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.