

JOB OPPORTUNITY

Junior Client Services Executive



Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s) : Business

Organization details :

Company : FOZL Corporate Services (Malaysia) Sdn Bhd
Website : <https://en.fozls.com/home-MYS.html>
Address : Suite 1, Level 23, City Centre, Menara KOMTAR Johor Bahru, 80000, MY

Job Responsibility :

1. Serve as the main point of contact for clients, ensuring their inquiries and requests are handled promptly and professionally.
2. Support the execution of sales and operational plans, including client follow-ups and service coordination.
3. Prepare proposals, service agreements, and other relevant documentation for client presentations or onboarding.
4. Actively follow up on service progress, outstanding items, and payment collections to ensure timely delivery and billing.
5. Issue tax invoices and maintain accurate client records in the system.
6. Address client concerns effectively, escalating issues where necessary to ensure client satisfaction.
7. Collaborate with internal teams (e.g., corporate secretarial, payroll, finance) to coordinate service delivery.
8. Any other ad hoc duties as assigned by superior.

Job Requirements and Qualifications :

1. Diploma or Degree in Business Management or related field.
2. Minimum 1 years of relevant experience in a client support, sales coordination role.
3. Strong interpersonal and communication skills with a client-first attitude.
4. Able to work independently, manage multiple tasks, and meet deadlines and KPI set.
5. Highly motivated, organized, and results-driven in a fast paced environment.
6. Proficiency in mandarin is vital for this role to deal with mandarin speaking counterparts

Benefits :

- ✓ Attractive remuneration and package will commensurate with experience and qualification.
- ✓ EPF & SOCSO
- ✓ Bonus & miscellaneous allowance (e.g. Overtime)
- ✓ Training will be provided

Person-in-charge :

Name : Ms. Ng Yie Leen
Contact No. : +65-8097 8624 / +6011-5557 9623 (both Whatsapp)
Email : hr06@fozl.sg

Singapore FOZL Group Pte Ltd

Company Profile

FOZL Corporate Services (Malaysia) Sdn Bhd

FOZL Group, an international accounting firm headquartered in Singapore, was officially established in 2011. Since then, we have expanded to Malaysia, China, and Germany, offering comprehensive global market solutions. Leveraging robust services ecosystems and networks in Southeast Asia, China and Europe. FOZL provides end-to-end services including market research, company establishment, strategic planning, sustainable development, and global expansion.

FOZL Corporate Services (Malaysia) Sdn Bhd (FOZL Malaysia) is a subsidiary of FOZL Group established in Malaysia, located in Menara Komtar, Johor Bahru.

Company Background

In 2011, FOZL Group was officially established, an international accounting firm headquartered in Singapore. To date, we have regional operation centers in Malaysia, China and Germany, committed to providing comprehensive global market solutions for corporate clients. With its strong business ecosystem and network in Southeast Asia, China and Europe, FOZL can provide end-to-end and full-link one-stop enterprise services for global enterprises, assisting in their mutual development, whether it is market research, business establishment, strategic framework, or sustainable development and globalization layout. Subsidiaries of the group include a Private Client Services, Corporate Consulting, and Assurance PAC.

In 2018, FOZL Group became a service provider for Chinese companies relocating to Singapore and signed an agreement with China Radio International's International Online Global Entrepreneurship as their institutional partner.

From 2021 to 2022, FOZL Group participated in the Global Corporate Social Responsibility (CSR) Case Exhibition organized by CRI, China Media Group (CMG), and was successfully selected as one of the global CSR case exhibitors.

In 2024, Singapore FOZL Group became one of the recommended service providers of the , the Singapore government's e-services platform. GoBusiness was launched to simplify the operational processes of local SMEs and government departments, while also helping businesses better manage and protect their intellectual property. is the go-to platform for businesses in Singapore to access Government e-services and resources. Jointly developed by Ministry of Trade and Industry (MTI), the Smart Nation and Digital Government Office (SNDGO), and GovTech, it also offers personalised help and recommendations for your business with our e-Advisers.