

JOB OPPORTUNITY

CUSTOMER SERVICE ASSISTANT/EXECUTIVE

The logo for Cogent, featuring the word "Cogent" in a bold, yellow, sans-serif font on a blue rectangular background with a yellow horizontal bar below it.

Bulk Liquid Transportation

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : PENGANGKUTAN COGENT SDN BHD
Website : <https://www.facebook.com/CogentMY/>
Address : PTD 149227 Jalan Berjaya 7, Taman Perindustrian Berjaya, Johor Bahru, Malaysia

Job Responsibility :

1. Handling customer inquiries, orders, and complaints in a professional and efficient manner
2. Providing administrative support, such as data entry, filing, and document management
3. Assisting with the coordination of schedules, meetings, and travel arrangements
4. Supporting the team with various projects and initiatives as needed
5. Maintaining accurate records and ensuring compliance with company policies and procedures

Job Requirements and Qualifications :

1. Good communication and customer service skills
2. Strong organisational abilities and attention to detail
3. Proficiency in using office software, such as Microsoft Office suite
4. Previous experience in a customer service or administrative role is preferred
5. Ability to work well in a team and adapt to a fast-paced environment

Benefits :

- ✓ Free Medical Checkup (Yearly)

Person-in-charge :

Name : MS LISA
Contact No. : 016-772 3674
Email : cogentap@gmail.com