

CUSTOMER SERVICES CUM ADMIN

We invite suitable candidate for the following position : -

Company : Karak Land Sdn Bhd
Position : Customer Services Cum Admin
Location : Sales Gallery in Karak

Qualifications and/or experience required :

- ▶ Fresh graduate/1 – 3 years working experience in customer services/sales & marketing;
- ▶ Proficient in MS Office, usage of phone camera, apps, social media & computer literate.

Key Responsibilities :

- ▶ To be point person as customer service, to prepare, compile and filling of any related documents;
- ▶ To assist in serving potential purchasers brought in by in-house or marketing agencies, as well as to assist with site visits as needed;
- ▶ To prepare marketing content (not limited to images, videos, etc.) as and when it is needed;
- ▶ To assist site management by organising, managing and ensuring site maintenance work is carried out based on the schedule with proper documentation.

Those interested, please write in/contact Group HR, Ms. Jane Lee / Puan Norjazliana. Tel. No.: 03-6163 3333. Email: jane.ptlee@binapuri.com.my & norjazliana@binapuri.com.my.