

ADMIN CUM CUSTOMER SERVICE OFFICER

We invite suitable candidate for the following position : -

Company : Karak Land Sdn Bhd
Position : Admin Cum Customer Service Officer
(Based at Karak, Pahang)
No. of Vacancy : 1

Requirements / Responsibilities :

- 1) Bachelor Degree / Diploma in relevant fields.
- 2) 1-3 years experiences in Sales & Marketing. Fresh graduated encourage to apply.
- 3) Proficient in MS Office, usage of phone camera, apps, social media and computer literate.
- 4) To be point person as customer service and to prepare, compile and filing of any related documents.
- 5) To assist in serving potential purchasers brought in either from in-house or marketing agencies.
- 6) To prepare marketing contents (not limited to images, video, etc) as when needed.

Those interested, please write in / contact HR Department.

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