

Customer Service Executive

Responsibilities:

- Responsible for providing proactive support for business clients on advertising, event and digital promotion services
- Following up sales order and purchase order, handling documents including invoices and business-related documents
- Liaise with both internal and external parties for coordinating different media projects
- Handle customers' enquiries and respond in an efficient & professional manner

Requirements:

- Degree holder in any disciplines
- Good communication skill and manner in dealing with others
- Independent, able to work flexibly & multi-task under pressure
- Excellent command in both written and spoken English and Chinese
- Working Location: Tseung Kwan O Industrial Estate