



## **Job Title: Customer Service Representative**

### **Responsibility & Routine:**

1. Domestic sales order handling in ERP system
2. Communicate timely with responsible customers /dealer on inquiries, order information and product delivery issue
3. Coordinate with relevant department to ensure a smooth order implementation and satisfied result to customer
4. Data maintain and update in ERP system correctly and timely
5. Forecast analyze and update
6. Make relevant /necessary records and reports

### **Qualification:**

1. Excellent communication and coordination skills
2. Good team work and can work under pressure
3. Bachelor, minimum 3 years similar experience in foreign enterprise
4. Fluent in Mandarin and English communication (written & verbal)
5. Problem solver ,self-motivated
6. Good Command of Computer skills