



**Astro Pacific Pte Ltd** is a leading logistics company whose core business is to provide International freight forwarding and NVOCC to its customers.

Astro Pacific has two main divisions (Shipping & Warehousing) which provides complementary services. We are currently expanding and due to our expansion we require outstanding individuals with drive and vision to join us & our group of companies.

**For more information about the company please visit us at:**

<http://www.astro-pacific.com>

*Due to our expansion we have immediate vacancies for the following positions:*

## **Customer Service Officer (s)**

## **Telemarketing Officer (s)**

### **Key Responsibilities**

- Handle customers' enquiries
- Coordinate and arrange import / export shipment delivery
- Liaise with customers and internal department to execute customers' instruction
- Handle Export documentation (Applicable to Export documentation officer only)

### **Requirements:**

- GCE 'N' / 'O' / ITE / Diploma with 1 year of relevant experience (Fresh Graduates are welcome)
- Experience in freight forwarding & Consolidation will be an added advantage
- Min 1 year's experience in customer service or sales coordination handling
- Good interpersonal and communication skills
- Good customer service, analytical, problem solving and follow up skills
- Able to commence work ASAP

- Good knowledge of Microsoft Office applications

**HOW TO APPLY:**

Interested applicants, pls email your detailed resume in MS Word format (with the below info) to [hradmin@astro-pacific.com](mailto:hradmin@astro-pacific.com) now!

- Position Applied for;
- Current monthly salary;
- Expected monthly salary;
- Reasons for leaving current & previous employment;
- Availability / Notice period required; &
- A recent passport-sized photo.

We regret that only shortlisted candidates will be notified