

Customer Service Executive

Work location: Machining Division @ 16 Gul Drive

Responsibilities:

- Attend to customers' enquiries
- Ensure orders are processed in time to meet production
- Provide regular production status update to customers
- Assist in record-keeping of traceability and data entry

Requirements:

- Relevant experience, preferably in the similar industry
- Technical background & precision machining knowledge will be an added advantage
- A good team player with excellent communications and interpersonal skills
- Able to work independently and effectively with minimum guidance

Interested applicants kindly send your detailed resume by stating your present and expected salary to hr@drilmaco.com.

We regret to inform that only shortlisted candidates will be notified.