

PAL e-Commerce Logistics Limited

Job Titles:

- 1) Customer Services Officer (Location: Tsim Sha Tsui)
- 2) Express Operation Officer (Location: Airport)

Company Introduction:

PAL e-Commerce Logistics Limited is a member of Pacific Air Holdings Limited that is a leading player in the express, FBA and neutral wholesales business in the US and Europe markets offering end to end express, airfreight plus delivery and seafreight plus delivery services. PAL e-Commerce Logistics Limited has an experienced team of talents from airline express and freight forwarding background with exposure in the US and Europe market.

Website: <http://www.pacificairholding.com.hk/>

Job Duties:

- Manage customer's enquiries and prepare sales quotations.
- Follow up on customers' requests, complaints and claims.
- Prepare weekly and monthly sales reports to the management
- Perform clerical and administrative duties including data entry, invoicing, rate filing, and any other ad hoc duties as assigned.

Requirements:

- Excellent command of both spoken and written English, Chinese and Mandarin.
- Diploma or above in Supply Chain & logistics industry preferable.
- Minimum 1 year working experience in express/airlines/airfreight forwarding sectors.
- Excellent inter-personal & communications skills.
- Proficient in PC applications and MS Office (Excel, Word, PowerPoint, Outlook etc.).
- Customer-oriented, hardworking, responsible, self-motivated, and mature.

Application Method:

Interested parties please submit your application with full resume stating the current and expected salary to connie.wong@pacificair.com.hk