

Customer Service Representative (EE – South Jakarta)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

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Employment Status : Full Time

Experience : Any

Salary : Salary and meal Allowance

Gender : Any

Career Level : Any

Qualification :

Job Description

Our client is a company operating in the chemical products sector and services related to cleanliness and care, including dilution control systems and installation services, and developing innovations aimed at improving health and environmental safety, currently requiring personnel to be placed in the position of CUSTOMER SERVICE REPRESENTATIVE in the SOUTH JAKARTA area with duties and responsibilities as follows:

- Work closely with Credit Control, WH, and Sales to process invoice adjustment and creating FOC & FEEDER in the SAP
- Execute Company's customer service standards & support the implementation of SAP
- To assist supervisor to evaluate the Invoice dispute

Education & Experience

- Bachelor's Degree, any field (High School Graduate are welcoming to apply as long have experience with SAP) - Preferably Have an experience in Customer Service for Supply Chain division. - Able to work with SAP (Understand the logic of Credit Memo, Debit Memo, Return of Goods, Re-Invoice, & Cancel invoice) and excellent in Ms. Excel. - Good communication in English (Will be Priority)

Must Have

- Good communication in English (Will be Priority)

Educational Requirements

Compensation & Other Benefits

Health insurance with reimbursement