



InVivos Pte Ltd, jointly established by Agency for Science, Technology and Research (A*Star) and National University of Singapore (NUS), developed a biological production unit that is a crucial infrastructure component, supporting the rapidly expanding needs of biomedical scientific research in Singapore.

Job Title: Customer Service Executive

Job Description:

- Handling calls and emails to provide information on products and services to customers
- Co-ordinate on enquiries and processing of orders
- Co-ordinate with various departments before preparing the orders
- Prepare quotations and fulfil orders using the ERP system
- Uploading of customers email interaction, order forms in the ERP system
- Uploading of invoices to various portal
- Handling of import/export enquiries
- Manage the company website (Optional)
- Assist in any administrative duties assigned by Customer Service Manager

Job Requirements:

- Diploma/A level/ O level/Higher Nitec
- Fresh graduate are welcome
- On-the-job training will be provided for non-experience candidates
- Proficient in Microsoft Office (e.g. Outlook, Word, Excel, Powerpoint)
- Excellent interpersonal and communication skills, meticulous
- Able to work independently and multitask
- Preferably candidates with Customer Service experience, equipped with basic IT skills to manage the company's website
- Experience/Knowledge of import/export and permit application will be an advantage
- Only Singaporean need to apply, on-the-job training will be provided for non-experience candidates
- Willing to travel to 9 Perahu Road, Lim Chu Kang, S718793 (transport provided at designated MRT stations)

Interested candidates are invited to send in their detailed resume to: fiona_lim@invivos.com.sg and include the following information:

1. Last drawn and expected salary
2. Reasons for leaving current and / or last employment
3. Date of availability and / or Notice Period

We regret that only shortlisted candidates will be notified.

Post Date: 24 January 2024