

Post Date: 30 Sep 2021



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
- Keeping/Filing of customers email interaction, quotations, delivery orders and invoices
- Log in customer feedback in the ERP system
- Handling of import/export enquires
- Manage the company website
- Assist in other administrative duties as assigned

Job Requirements:

- Diploma/A level/GCE O/Higher Nitec
- Proficient in Microsoft Office (e.g. Outlook, Word, Excel, Powerpoint)
- Excellent interpersonal and communication skills, meticulous
- Able to work independently and multitask
- Preferably equipped with basic IT skills to manage the company's website
- Experience/Knowledge of import/export and permit application will be an advantage
- 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.