



Royal Ocean Marine Enterprise Pte Ltd

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Royal Ocean Marine Enterprise Pte Ltd

Royal Ocean Marine Enterprise Pte Ltd is a Marine, Shipping and Marketing Consultants with strong support from Middle East / Indonesia companies. Our core business is to market our marine / shipping services and products to the Shipping and Marine communities. We have now ventured into recruitment agencies specializing in job recruitment / job placement in the marine / shipping communities. Our clients including major shipping companies, agencies, shipbrokers, oil traders, offshore industries and oil refineries.

Our client, a Global Logistics Company is looking for

Customer Service Assistant/ Coordinator

- Attend to Customer Inquiry
- Ensure all standby alerts/ Shipment from customer are monitored, documented and promptly processed
- Inquiries regarding import shipment through Phone / Fax / Email shall be recorded into a standard book. At the end of day, a copy of the standby list will be distributed.
- Any delay in flight arrival. Short landed, document process and clearance or delivery shall be relayed to the customer accordingly. Alternative arrangement will be made
- Follow up with customer regarding to shipment that arrive with discrepancy (Wet/ Torn / Damage) and to arrange to survey
- Liaise with customer.

Candidate please send in your resume with photo either in words or PDF format to admin@royalocean.com.sg indicating the position applied or call 64239539 for more information.

For more marine job openings, kindly refer to our website at www.royaloceanmarine.com .