



## **KESTRONICS (S) PTE LTD**

Blk 1090, Lower Delta Road, #07-01/04  
Tiong Bahru Industrial Estate, Singapore 169201  
Tel: (65) 65930830 Fax: (65) 62741896  
Web: <http://www.kestronics.com.sg>  
Co Reg No: 198200250W

---

### **CUSTOMER SERVICE COORDINATOR (CENTRAL)**

#### Roles & Responsibilities:-

- Liaise with suppliers/vendors, request for quotation and ensure goods are delivered per shipping schedules;
- Able to handle customers' requires and place Sales Order;
- Compiling and generating sales reports;
- Liaise and support regional offices;
- Coordinate both internal divisions and external customers and suppliers;
- In-door sales (Components and cabling)

#### Requirements:-

- Applicant must possess O' level or higher;
- Relevant experience if preferred but not necessary;
- Possess excellent interpersonal communication skills, street smart and able to work independently with minimum supervision;
- Well groomed and pleasant personality;
- Familiar with interconnect or electronics sales a plus;
- Proficient in MS Office e.g. MS Excel/ Word / PowerPoint;
- Bilingual in English and Chinese;
- Applicant must be willing to work in Tiong Bahru area;
- Able to start work immediately;
- Singaporean / PR/ Malaysian only.

5 days work

**Interested applicants to email detailed resume stating last drawn and expected salary, with enclosed recent photograph, to [derick\\_ktsg@sunright.com](mailto:derick_ktsg@sunright.com)**

**All applications will be treated with the strictest confidential. Only short listed candidates will be notified.**