



## Customer Service Assistant

Marco Corporation (M) Sdn Bhd

### JOB DESCRIPTION

#### Responsibilities:

- Work in Product Support Department.
- Assist in handling administrative duties and collating documents.
- Processing of the inventory system.
- Assist in packaging after repairing the product and arranging delivery.

#### Requirements:

- Minimum SPM level or equivalent.
- Fresh graduates are welcomed to apply.
- Computer literate and familiar with Microsoft Office application.
- Able to communicate and write in English and Bahasa Malaysia and Mandarin will be an added advantage.

Working location: Jalan Segambut, Kuala Lumpur