



Customer Business Assistant

Responsibilities

- Handle engine shop visit administration
- Management of engine stand & MVP bag allocations
- Assist in the preparation of regularly scheduled reports
- Monitor office supplies inventory and place orders
- Perform administrative and clerical duties for Customer Business Department
- Supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement
- Ensure that Customer Business Excellence is delivered throughout the business
- Perform other related duties as assigned

Requirements

- Possess minimally a Diploma, preferably in Engineering or Business Administration
- Experience in customer service will be advantageous
- Proficient in MS Office applications & Office 365 platforms, experience in SAP will be advantageous
- Exhibit excellent communication and interpersonal skills with the ability to build relationships both internally and externally
- An excellent team member, proactive in managing issues and possess professionalism with a strong sense of responsibility in his/her work
- Show care about minute details and able to deliver work with a high level of accuracy
- Able to work independently in a fast-paced environment, as well as multi-tasking
- Highly motivated with a strong drive to succeed and exhibit a high level of integrity