

# Customer Service

Accra Accra Ghana  
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## Job Summary

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Vacancy : 1  
Deadline : May 12, 2023  
Published : Apr 18, 2023  
Employment Status : Full Time  
Experience : 1 - <3 Years  
Salary :  
Gender : Any  
Career Level : Any  
Qualification : Degree

## Job Description

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Our client, a Logistics firm, requires the services of a highly experienced Customer Service person to cater for the task of: • Reporting to management and performing secretarial duties. • Processing, typing, editing, and formatting reports and documents. • Filing documents, as well as entering data and maintaining databases. • Liaising with internal departments and communicating with the public. • Directing internal and external calls, emails, and faxes to designated departments. • Arranging and scheduling appointments, meetings, and events. • Monitoring office supplies and ordering replacements. • Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings. • Preparing facilities and arranging refreshments for events, if required.

## Education & Experience

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• Excellent time management skills and the ability to prioritize work • Attention to detail and problem solving skills • Excellent written and verbal communication skills • Strong organizational skills with the ability to multi-task • HND or higher

## Must Have

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3 years work experience

## Educational Requirements

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Degree

## Compensation & Other Benefits

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