

MAE Alumni Job Opportunity Form**1. Position / Title****Closing date**

Customer Service Officer cum Cashier (6-month)
(Ref. no. [STAI/SM/DS1](#))

[06 July 2018](#)

2. Duty / Responsibility

- Perform cashier's role like cash collection, handle NETS and credit cards payment
- Handle customers with credit account
- Handle road tax renewals including checking the validity of car Insurance on-line
- Attend to customers' enquiries
- Support chief customer service officer in administrative area

3. Requirement / Qualification / Experience

- Diploma in any discipline
- Experience in using Nets & Credit Card machines
- Able to communicate in English & Mandarin to handle Mandarin-speaking customers
- Pleasant personality and interpersonal skills
- Meticulous in handling transactions

4. Other(s)

- Location: Sin Ming.
- Interested candidates (ie. **SP Alumnus**), please send resume and indicate "**SP – Your name – Position/ Ref. no.**" in the subject line.

5. Company information

Name of contact person	Lim Ai Ling
Designation	Senior HR Executive
Contact email / Phone number	limal@stengg.com / 66607213
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Company address	249 Jalan Boon Lay S (619523)