



BRAND ENGINEERING LTD

A leading International Business Company dealing in the Sales and Marketing of Automotive Spare parts in the Middle East is seeking to employ an

**ORDER PROCESSING
CUSTOMER SERVICE ASSISTANT**

The successful candidate should have the following qualifications

- Past experience in the same or similar position
- Understanding of Letters of Credit and successfully negotiate them with no discrepancies
- Good knowledge and understanding of logistics
- Computer skills are absolutely essential especially Microsoft Excel, Outlook and Power Point programs
- A very good command of spoken and written English or French. Arabic and any other languages will be considered as an advantage.
- A pleasant personality, well organized, and able to work in a team environment
- A non smoker

The candidate should perform the following duties, but not limited to:

- Process orders from customers and place them with Suppliers
- Follow up shipments to customers
- Prepare all related shipping documents and chase payments
- Maintain the Sales History data

We welcome your application, however only those with above qualifications will be contacted.

Qualified candidates need to apply, with full CV by e-mail to:

Brand Engineering Ltd

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