https://intscanada.com/job/%e9%ab%98%e7%ab%af%e5%8e%a8%e5%85%b7%e7%94%a8%e5%93%81%e5%85%ac%e5%8f%b8-3/

???????? E-Commerce Assistant

Description
This position provides customer service to clients and office administration support to operation team.

Responsibilities

- Answer, investigate, trouble shoot, rectify and respond to inquiries from customers regarding web transactions, product availability, user profiles.
- Order Management and Maintenance.
- Handle customer returns and communicate with tech team to provide solution to customers.

Required Skills and Attitudes:

- Office 365: Outlook, Excel, Word, ERP system

- Excellent relationship and communication skills, both written and verbal
- Customer Service Experience
- Capacity to problem solve
- High sense of urgency
- Proactive, can do attitude
- Strong sense of responsibility
- Desire to learn and grow

- Generate waybills with varied courier, investigate, respond and resolve shipping issues such as but not limited to rejected deliveries, changes address, complaints.
- Attend internal meetings when necessary
- Other admin work assigns by manager.

Qualifications

- Customer service experience in electronic product industry.
- Bachelor's degree or diploma in Computer Science/Engineering, Electronic Engineering, Business Management would be an asset

- French, Chinese would be an extra asset

Job Benefits

- Bonus pay
- Overtime pay

Contacts
Send your resume to intsconsulting.hr@gmail.com

Hiring organization
INTS Consulting ????????

Employment Type
Full-time, Part-time

Job Location
Markham

Working Hours
8 hours Shift, Monday – Friday

Base Salary
$ 18 - $ 20

Date posted
2022?5?10?