

Customer Service Employee Turkey

Company

Access World (100% subsidiary of Glencore PLC) is a global commodities warehousing and logistics business. Access World has its Head Office in Zug, Switzerland and operates in various regions across Europe, the Americas, Africa and Asia-Pacific, each with their own corporate functions including business development, finance, legal, and operations.

We are a diverse and dynamic company looking for people who are driven, committed, and passionate. As we are expanding our customer service team we are searching for a motivated customer service employee for our office in Turkey.

Customer Service Employee Turkey

Your function will be:

- You will be a point of contact with our customers.
- Ensure that our customers receive the best logistics service with insight, experience and cooperation. You are the image of our company and as such, it must be the best.
- Preparing work orders to facilitate an efficient operation.
- Managing the logistics department to arrange transport in the correct manner and in time.
- Managing the customs department regarding the services that our customers require
- All administrative logistics handling
- Invoicing
- Reporting concerning realised work and our customers.
- Analysing customers in order to improve our services and profitability.
- All other administrative work for the logistics and cargo department.

Potential candidates should possess the following attributes:

- Passion for logistics
- English language oral and writing
- Additional Russian is preferable
- Being able to work in a very customer-oriented way and being accurate
- A team player and being able to deal with work under pressure
- Proficiency with Microsoft Office and preferably familiar with Microsoft ERP
- A positive, optimistic, joyful personality. A team maker
- Military service must be completed for male candidates

What to expect

You will play an important supporting role in the Access World Turkey Atasehir office and you will contribute to the service we deliver to our clients.

Please apply by sending resume to mertcan.cakir@accessworld.com