

**Customer Service
Executive**

Hong Kong

Available shifts:

Monday to Friday	08:45 AM to 18:00 PM
Saturday & Sunday	Weekly off

Email application with a covering letter is necessary.

Kindly send your application to careers.hk@blsinternational.net

Subject Line of the email: Customer Service Executive **Only selected suitable candidates will be contacted.**

BLS International Services Ltd., Hong Kong is actively recruiting Customer Service Executives. We are looking for reliable candidates who are sharp, professional, logical and hardworking.

Job Description:

- Document scrutiny and collection for visa processing
- Handling customer/applicant queries personally or via e-mail, telephone
- Maintain and record all application data
- Handling of cash and bank related transactions, if assigned
- Ensuring all administration and logistics of passport delivery to consulate / applicant / logistic company, etc.

Candidate Profile:

- Graduation or higher secondary school or global equivalent (12 years of formal education)
- Experience of 0 to 24 months
- Good communication skills in Cantonese & English language (verbal and written).
- Preferred experience in the Travel & Tourism, Banking, Airline, Courier or any customer care industry.
- **Behavioural competencies:** customer orientation, ability to work in a team, ability to work under pressure, problem solving skills, ability to multi-task, adaptability and presence of mind to handle customer queries and complaints
- **Technical competencies:** basic computer skills - MS Office, good typing skill.

Any other activities that are not mentioned above, but may be delegated during the employment term.