



## **NNR GLOBAL LOGISTICS (S) PTE LTD**

Head Office:  
No.10 Changi South Lane  
#02-01 Ossia Building  
Singapore 486162

### **SALES SUPPORT OFFICER**

#### **Responsibilities:**

- Reporting to the Sales Support Unit Head
- Provide and perform admin and / or co-ordination work duties
- Perform close and effective liaison and communication with our overseas network and customers on shipments
- Attend to customers' enquiries pertaining to sales issues and requirements
- Provide general sales support roles
- Preparation of month-end reports, statistics, invoices, etc.

#### **Requirements:**

- GCE 'O' / 'A' Level, Diploma
- Good knowledge in both Computer and Statistics calculation
- Requires basic Freight Forwarding knowledge
- Fast worker with an initiative & a positive working attitude
- Able to work independently under minimal supervision
- Those who are able to start work within a short notice is an advantage

#### **Additional Information:**

- Office Location: 10 Changi South Lane #02-01 Singapore 486162
- Office hours: 5 days' work week
- Salary: from S\$2,200 up to S\$2,400

Candidates who meet our requirements are invited to email their detailed CV (stating current & expected salary) with a recent photograph to us at: [sales-jobs@nnrsin.com.sg](mailto:sales-jobs@nnrsin.com.sg)

*We regret that only shortlisted candidates will be notified.*