STALFORD
EDUCATION GROUP

"Proven Teachers, Proven Methods, Proven Results"

Stalford Learning Centre is a premier education institute with a strong presence in Singapore and Asia. As one of the industry leaders, Stalford has an established track record for providing reliable and quality education to our students. With more than 20 centres islandwide, Stalford thrives in the competitive tuition industry by virtue of our strong human capital and a committed and professional workforce.

Join the Stalford family today!

JOB TITLE

Customer Service Executive

JOB DESCRIPTION

We are looking for motivated and affable individuals who can work in a challenging and fast paced environment.

- Attend to walk-in customers and incoming phone enquiries
- Provide course consultation and ensure proper follow-up
- Handle and resolve general feedback and complaints
- Perform general administrative duties, such as data entry and filing
- Processing of new student registration and payment
- Provide administrative support to teachers, such as preparation of materials for classes
- Assist in ad-hoc matters when necessary

Requirements:

- Candidate must possess at least Diploma holders, fresh graduate are welcome
- Able to work independently
- Able to work on rotating shifts including weekends
- Bilingual in English & Mandarin (in order to liaise with Mandarin speaking associates)
- Proficient in MS Word and Excel
- Passionate in customer service
- Meticulous and systematic with administrative procedures
- Work location: East, North-East, Central, West, North-West, North

Job Benefits:

- Sales Commission
- Medical Benefits
- Performance Incentive
- 13th month AWS, subject to company's performance

Why work with us?

- We provide opportunities for career advancement within company
- We advocate a safe working environment for all our staff, teachers and students

Interested applicants may send in your CV to hr@stalford.org.