



Aflex Ships Equipment Pte Ltd

Aflex Ships Equipment Pte Ltd is one of the leading suppliers focusing on the delivery of quality and cost-effective pumps and parts. Our core competencies include supplying of all types of marine pumps, pump spares and pollution control equipment.

Other services we offer include pump testing and pump seal conversion.

Due to expansion, our new entity is looking for talented, dynamic and self-motivated professionals to join us as:-

Sales Administrator / Customer Service Officer

Responsibilities:

- Provide excellent customer service and handle customer enquiries professionally
- Submitting prompt quotation and closing of orders
- Maintain good relationship with existing clients
- Ad hoc projects & duties

Requirements:

- Minimum 'O' Level or equivalent with at least 1-2 year of relevant working experience
- Posses excellent communication skill and able to work independently
- Positive attitude and able to work in a fast-paced environment
- Able to start immediate is an advantage
- Knowledge in Shipping is an advantage

Note: Please kindly indicate the position you are applying for in the subject.

5 days / 9am – 6pm

Location: Nearest MRT – Aljunied / Toa Payoh

Interested applicants please send full detail resume with recent photo and expected salary to: recruit@aflex.com.sg