**Title: CUSTOMER SERVICE INTERNSHIP**

**About the Role!**

We are looking for an enthusiastic customer service intern to join our customer service department and support customer service operations. You will have administrative duties and participate in ongoing customer service projects to add ideas and assist with documentation and reporting.

This internship will help you acquire excellent communication skills and provide you fast adapting in an everchanging dynamic environment. Ultimately, you will gain broad experience in customer service and should be prepared to enter any fast-paced work environment.

**Key Responsibilities:**

* Archives all documents properly
* Makes data entries (registered orders, transportation invoices, custom's brokers' invoices)
* Prepares loading orders to each transport company with all the information (complete consignee details, number of pallets, total weight, etc.)
* Supports Customer Service team in daily administrative tasks or any special projects assigned

**Professional skills & experience**

* Graduate student in Supply Chain / Logistics (preferred), Economics or Business Administration
* Fluent English language skills (both oral and written)
* Comfortable organizing and prioritizing projects
* IT literate – Highly proficient in Microsoft Suite (i.e. advanced features of MS Word, Excel, PowerPoint)

**Personal Traits**

* Demonstrating a high energy level and high sense of accountability/ responsibility.
* Strong desire to learn along with professional drive
* Quick learner and a Team Player