

**Customer Service Officer**

Location: Head Office : Jakarta.

**Responsibilities:**

- Handling build network also handle emergency
- Communicate with workshop & customer for maintenance reservation
- Coordinating with PIC regional for any maintenance issue
- Maintain customer to prepare SPK for regional area
- Follow up maintenance service that require overnight stay in workshop
- Have experience for handling claim (self insurance)
- Communicate with customer and pool team to arrange replacement car
- Following up incoming tickets
- Update daily car record
- Key & STNK Management

**Requirements:**

- Maximum 28 years old
- Minimum Diploma Degree
- Fresh graduate are welcome to apply
- Have working experience max. 1 years
- Required skills: Microsoft Office (Word, Excel) & English
- Self-motivated with pleasant personality
- Willing to work overtime