



Job Title	Customer Relations Coordinator (3-months contract)
Business Unit	OBU
Function/Region	Supply Chain
Location	Singapore
Leader	SEA Supply Chain Lead
People Leadership	No
Job Level	5
Role Purpose: To ensure excellent customer service to internal and external customers to support the effective operation of the supply chain.	
Accountabilities: <ul style="list-style-type: none">• Process sales orders daily, ensuring key customer attributes are met in line with commercially agreed terms of sale, enter onto ERP system. Ensure documents are prepared accurately and in a timely manner, delivered to customer in line with customs clearance requirements.• Build strong relationships with internal and external customers, providing the best service experience at every opportunity through timely responsiveness, courteousness and proactive problem solving.• Support commercial in any distributor changes, adhering to business guidelines.• Strong partnership and collaboration with 3rd party logistics provider and global freight forwarding partners to ensure on time delivery in full.• Ensure the proper maintenance and good recording system of documents and processes.• Other supply chain & Logistics duties/project/ad hoc tasks as assigned from time to time.	

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Date:	March 2022
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Date of last revision:	March 2022