Globactiv

We're HIRING!

We are looking for a dedicated Data Entry Executives to join our Customer Support Team and help drive our logistics operations forward.

Data Entry Executive - CS Support Team

Key Responsibilities:

- Accurately input and manage logistics data to ensure smooth operations.
- Provide support to the Customer Service team in tracking shipments and resolving issues.
- Maintain data entry precision and ensure records are updated in real-time.
- Collaborate with team members to meet deadlines in a fast-paced, dynamic environment.

What We're Looking For:

- Minimum 2 years of experience in a Data Entry field.
- Exceptional data entry accuracy and a strong attention to detail.
- · Proficient with Microsoft Office and other essential office software.
- Ability to work independently and remain calm under pressure.
- Fast, accurate typing skills are essential.

Ready to elevate your career? Send us your CV and become part of our expanding team!

