

## The Goethe-Institut Malaysia is looking for a Customer Service Representative

The Goethe-Institut is a non-profit organization encouraging international cultural cooperation. Operating 158 institutes in 98 countries, our institute is also the worldwide market leader in teaching German as a foreign language. The Goethe-Institut in Kuala Lumpur was founded in 1962.



If you have previous experience in hospitality and customer service, ability in juggling multiple priorities, are diligent and meticulous to details, then keep reading and apply to join our team soonest possible.

	<b>Customer Service Representative</b>
Your Role:	<ul style="list-style-type: none"> <li>• Answering phone calls and welcoming visitors</li> <li>• Managing Access Cards Distribution in our new office (TRX)</li> <li>• Receiving &amp; sorting mails</li> <li>• Maintaining reception area</li> <li>• Monitoring security procedures</li> <li>• General clerical work</li> </ul>
Your Profile:	<ul style="list-style-type: none"> <li>• Experience in customer service</li> <li>• Good command of English and Bahasa Malaysia</li> <li>• Proficiency in Microsoft Office software</li> <li>• Strong sense of responsibility and excellent time management skill</li> <li>• Strong communicational, high level of organizational and teamwork skills</li> </ul>
What we offer:	<ul style="list-style-type: none"> <li>• A full-time employment (40 hours per week) in a dynamic, international and motivated team</li> <li>• An attractive salary starting at min. RM 3,604 (depending on experience)</li> <li>• Annual leaves and public holidays above the usual level</li> <li>• 13 % co-payment to the National Pension Fund (Employees Provident Fund)</li> <li>• Regular trainings</li> </ul>
Deadline and contacts:	Please submit your application by <b>31<sup>st</sup> March 2024</b> to Michelle Wong ( <a href="mailto:Admin-kl@goethe.de">Admin-kl@goethe.de</a> )