1. **Position:** Customer Care Representative (영업지원)
2. **Job Description:**

2-1. Order Management

-Daily check customer's demand

-Order Entry/ Schedule confirmation/ OA Release/ Coordinate shipment schedule.

-RMA monitoring

-OTR Processing Set up.

2-2. Delivery Management

-Coordinate shipment schedule based on customer's requirements.

-Backlog Management

- Maintaining relationships with customers and daily work coordination to resolve issues actively and ensure timely communication with customers.

2-3. Data Management

-Sales and Order forecast - establish 12 months rolling forecast for own account based on customer's manufacturing schedule. Revise every month to distribute accurate information to plant.

- Cooperate with supply chain team to make sure supply sufficiency in line with volumes forecast.

2-4. Payment Management

-Issue tax invoices

1. **Qualification**

- Education Qualification: Bachelor’s degree

- Comprehensive understanding of automotive industry(preferred).

- Ability to multi-task, prioritize, and manage time effectively

-Business level of verbal and written communications skills.