

# JOIN US

# We're Hiring!



Transco Cargo(Pvt)Ltd is the Sri Lankan counterpart of the premier freight forwarding and turnkey logistic provider, Transco Cargo Australia (Pty) Ltd, with headquarters in Melbourne, Australia

We are currently looking to recruit highly motivated and result-oriented candidates for the following positions.

## Trainee Customer Service – Female

### JOB REQUIREMENTS

- Provide prompt support for all shipment-related inquiries.
- Coordinate shipment updates and proactively track delivery milestones.
- Support to maintain strong customer relationships by ensuring timely and accurate communication at all stages.
- Assist with outstanding statements, shipping documentation, and resolution of customer queries.
- Maintain accurate records of customer communications, updates, and follow-ups.

### EXPERIENCE

- No prior experience is required.
- School leavers are encouraged to apply.
- Freshers with strong communication skills are also encouraged to apply.
- Strong English communication skills (verbal & written).
- Ability to handle multiple tasks efficiently and professionally.

If you are the right person to fulfill the above requirements, send your CV with the job title in the subject heading and contact details of two non-related referees to the following email address within 7 days of this advertisement.

**[careers@transcocargo.lk](mailto:careers@transcocargo.lk)**

Transco Cargo (Pvt) Ltd, 2nd Floor, No. 162, Nawala Road, Nugegoda

