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Responsibilities
ETrade Certificate processing, issuance and related file management
Ensure that the certificates & registrations processed are in accordance with contract requirements and business rules

Input data from the service requests and all other information requested by management into the system

Ensure client needs are fully met by certification centre by providing prompt and professional certification service

Maintain high quality & productivity level
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Requirement
Diploma or graduate degree in electrical engineering

1-3 years’ of relevant experience in certification processing

Strong customer service, front office and coordination skills

Good English communication skills
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