

# WE ARE RECRUITING

## A 'Return Analysis Clerk'

### Responsibilities

- Carry out daily analysis of credit notes issued to clients
- Update returns records based on investigations done
- Coordinate with concerned departments to ensure the application of action plans to minimise credit notes
- Generate and communicate returns reports to concerned teams

### Profile

- HSC or Diploma in a related field
- 1-3 years of proven experience in related field
- Good analytical and problem-solving capabilities
- Good communication and interpersonal skills
- Ability to work autonomously as well as part of a team
- Proficient in Microsoft Office Tools

Interested candidates should forward their resume by latest 21<sup>st</sup> March 2026 to the Human Resources  
Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : [hr.panagora@eclosia.com](mailto:hr.panagora@eclosia.com)

**Only the best candidates will be called for an interview**