

**Commercial Assistant**

**Location:** Shanghai

**Starting date:** ASAP

# About the Company:

# Our client is a French company in the production of meat in the livestock industry, but also provides technical services, consulting services, and the company is currently expanding its business and growing rapidly.

# 我们的客户是一家法国独资公司，是主营畜牧业设备批发及售后服务，鲜肉，饲料添加剂，清洁剂等批发，提供技术服务，咨询服务的公司，公司目前正在扩大业务，飞速发展。

# Mission:

* 熟悉部门的产品和销售流程，关注市场动态，参加展会、研讨会等市场推广活动；相关文书资料的准备、编写与翻译；

Support on the daily calendar of top management team and travel management

* 跟踪订单执行进度，与其它部门协作完成交接货

Responsible for preparing contracts, tracking the progress of order execution, and collaborating with other departments to complete the delivery of goods;

* 协助销售团队做好产品销售 工作 ，例如产品物流 ，市场营销活动

Assistant sales team in the sales of the products, e.g. products logistics, marketing activities;

* 同法国相关同事对接，完成进口订单合同、文件的准备，并同国内客户进行沟通

Working with the colleagues in France to complete the import order contract and the preparation of documents, and communicate with domestic customers

* 完成领导交代的其他工作

Complete other tasks assigned by leadership

# Requirements:

* 对贸易行业有兴趣，执行力强

interested in trade industry, strong execution ability,

* 本科以上学历，法语或相关专业

Bachelor degree or above, majoring in French ot related fields

* 法语流利

Fluent French

* 英语流利

Fluent English

* 良好的沟通协调能力, 具有团队合作精神及荣誉感，诚实，细心

Good communication and coordination skills; Have a sense of teamwork and honor, honest, careful

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