

Détail de l'offre : Commercial Assistant

<b>Partenaire</b>	<small>CCIF</small> Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
<b>Adresse</b>	Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing 2/F Mayfair Tower, 83 Fu min Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shenzhen
<b>Ville</b>	Pékin Shanghai Canton Shenzhen
<b>Référence</b>	21D1616725972
<b>Titre</b>	Commercial Assistant
<b>Description du poste</b>	Preparation of proforma invoices according to clients' orders * Communication with customers from entire Asia-Pacific market with the instructions of Sales Manager * Coordination with service provider: warehouse, logistic, accounting etc. * Follow up of orders, proceeding with logistics company and inquiry of freight quotes * Coordination with Head Quarter teams in France for daily operations * Preparing samples and follow-up with new prospective customers * Preparation for importation documents France-Free trade zone, Free trade zone to mainland china * Monthly review of suppliers' invoices and proceed for payment * Organization of 2-3 international exhibitions with the instructions of Sales Manager
<b>Type de contrat</b>	Emploi
<b>Description de la société</b>	Location: Shenzhen Sector: Clothing, Textile, Garment & Trading Starting date: ASAP  ABOUT THE COMPANY Our client is a leading manufacturer of heat transfer films for textiles. It was founded in France with subsidiaries opening in the USA, Hong Kong, and in Shenzhen. They have become a global name in its sector, they currently sell its products in over 80 countries worldwide, primarily through its distribution network. They have a reputation of highly stable, high-quality products.  MISSIONS They are recruiting a Commercial Assistant in their team in Shenzhen composed of French and Chinese. The position offered is very exciting with a deep international culture and numerous various tasks.
<b>Localisation</b>	<input type="checkbox"/> Shenzhen
<b>Pays</b>	Chine
<b>Profil recherché</b>	Native Chinese speaker, fluent in English. Cantonese & French speaker will be a plus. • Open-minded, proactive, dynamic, team player • Good communication & coordination skills
<b>Secteur</b>	Textile - Habillement - Cuir
<b>Langues</b>	Français