

Détail de l'offre : Commercial Assistant

Partenaire	<small>CCIF</small> Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
Adresse	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
Ville	Pékin Shanghai Canton Shenzhen
Référence	21D1616725972
Titre	Commercial Assistant
Description du poste	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
Type de contrat	Emploi
Description de la société	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.
Localisation	☐☐ Shenzhen
Pays	Chine
Profil recherché	Native Chinese speaker, fluent in English. Cantonese & French speaker will be a plus. • Open-minded, proactive, dynamic, team player • Good communication & coordination skills
Secteur	Textile - Habillement - Cuir
Langues	Français