


Détail de l'offre : Commercial Assistant

Partenaire	 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	23D1673834784
Titre	Commercial Assistant
Description du poste	<p>*****</p> <p>Support on the daily calendar of top management team and travel management</p> <p>******</p> <p>Responsible for preparing contracts, tracking the progress of order execution, and collaborating with other departments to complete the delivery of goods;</p> <p>******</p> <p>Assistant sales team in the sales of the products, e.g. products logistics, marketing activities;</p> <p>******</p> <p>Working with the colleagues in France to complete the import order contract and the preparation of documents, and communicate with domestic customers</p> <p>******</p> <p>Complete other tasks assigned by leadership</p>
Type de contrat	Emploi
Description de la société	<p>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.</p> <p>*****</p>
Localisation	Shanghai
Pays	Chine
Profil recherché	<p>******</p> <p>interested in trade industry, strong execution ability,</p> <p>******</p> <p>Bachelor degree or above, majoring in French ot related fields</p> <p>•*****</p> <p>Fluent French</p> <p>•*****</p> <p>Fluent English</p> <p>•*****</p> <p>Good communication and coordination skills; Have a sense of teamwork and honor, honest, careful</p>
Expérience	Débutant (-3 ans)