

Détail de l'offre : Commercial Assistant / PMS

Partenaire	DE Job Market
Adresse	Landmark Tower II Unit 0830 8, North Dongsanhuan Road Chaoyang District Beijing 100004 P.R. China
Ville	Beijing
Référence	20D1608278951
Titre	Commercial Assistant / PMS
Description du poste	<p>Sales Administration</p> <p>Support Sales Team for general back office tasks such as maintaining customer data, making offer etc.</p> <p>Support sales team to meet customer needs and business development.</p> <p>Support on maintaining customer portals.</p> <p>Support on task like RFQ Downloads, quote uploads, schedule tracking, sample orders, billing and payment issues, aftermarket issues etc.</p> <p>Put program data into relevant data platform e.g. GSPT etc.</p> <p>Project Management Sales</p> <p>Organization and implementation of project and review meetings</p> <p>Program Management during Acquisition and Development which include sales, product, logistics and purchasing.</p> <p>Responsible for achieving project targets regarding timing, quality and target costs</p> <p>Regular reporting on project status and maturity. Organize project kick-off and production kick-off meetings.</p> <p>Conduct lessons learned as part of the Group continuous improvement activities.</p> <p>Responsible for support of internal and external customers.</p> <p>Preparing of project dossiers and specifications in accordance with internal guidelines</p>
Type de contrat	Emploi
Société	ElringKlinger AG
Description de la société	<p>As a member of ElringKlinger AG, ElringKlinger Engineered Plastics has been one of the technology leaders for seals, tubes, engineering design elements, assemblies and modules.</p> <p>ElringKlinger AGElringKlinger Engineered Plastics</p>
Localisation	Qingdao
Pays	Chine
Profil recherché	<p>Bachelor degree in Business Administration or related, Knowledge or training on project and customer management.</p> <p>English: good command in spoken and written. German or Korean is also a big plus.</p> <p>Excellent customer relation skills, professional communication skills to customer and within the team.</p> <p>Able to work independently, under pressure, as well as in a team.</p> <p>proficient with Microsoft Office applications, computer skills in SPOT software, SAP.</p> <p>https://www.de-jobmarket.com/job/commercial-assistant-pms/</p>
Expérience	Expérimenté (3-10 ans)
Langues	Chinois (mandarin)