

Export Back Office

Location: Shanghai

Company

Our client is one of the French leading suppliers to industry and construction business. With the broadest product offering on the market and backed by the largest French and World manufacturers, they assist its customers in daily basis in the building & public works, industrial, public or private tertiary sectors.

Job Responsibilities:

The elected candidate will be based in their Shanghai office located in HuangPu area and will be under the direct supervision of the Product manager. The main missions are following up orders and ensure a smooth operation process for our industry & construction department from Asia.

- **New Order placement, Order Operation follow-up, Shipments follow up, Documents Archiving:**
 - Filling, updating and monitoring with high accuracy on orders follow up tables.
 - New order Placement, and ensure the PI confirmed to France with accurate terms as being approved in due time.
 - Confirm the forwarder when goods ready, coordinating the shipping information between France and Asia.
 - Make the consolidation of cargoes if necessary
 - Coordinate Quality control inspections before departure of the goods with our QC team in Asia.
 - Tracking delays and coordinate with suppliers on daily base.
 - Checking all documents related to orders and Place to file: Proforma Invoices, Shipping documents, Certificates if requested.
 - Updating the Active Supplier list and potential supplier list.
 - Assisting on providing the monthly Business KPI
 - Classify the Technical files on the server.
- **Commercial assistant:**
 - Efficient communication with suppliers in Asia (China, Taiwan, India, Viet Nam, South-East Asia)
 - Efficient communication with overseas internal customers about operations follow up tables.
 - Assist Merchandiser if needed on any kind of missions related to industry & construction department (Administrative, Sourcing, classify documents...)
 - Samples delivery Record.
 - Commercial assistant for other company units if needed by the company and if worktime allows it (Administrative, Sourcing, negotiation, classify documents, PPT presentation...)
 - To assist and arrange the business trip and accommodation for visitors from HQ or internal customers.
 - Assist providing the operation KPI for different business Units

Requirements:

- College degree or above

- Good command of oral and written English, French will be a plus
- Rigorous, Diligent, Autonomous, proactive, and able to show basic analysis skills, also working carefully and strong sense of responsibility.
- It is a plus to be familiar with international trade procedure and documents, procurement, administrative work and presentations skills
- Good sense of communication
- Excellent command of computer operational skills, especially MS Office

Please send your resume to: sh-recruitment@ccifc.org