

## Parts Sales Representative 零件销售代表

**Location:** Shanghai

**Starting date:** ASAP

**Nationality:** Chinese

### About the company :

关于公司

A global leader in aviation ground support equipment, with manufacturing plants in Asia and Europe.  
一家全球领先的航空地勤设备公司，在亚洲和欧洲均设有生产工厂。

### Key Responsibilities:

主要职责

- Support diligently and accurately Chinese customers on parts supply.  
为中国区客户提供及时的零件支持。
- Manage customers' enquiries: quotations, orders and delivery status.  
负责客户的需求，如报价，订单急交货状态等。
- Prepare quotations according to company spare parts policy.  
按公司要求为客户提供报价。
- Manage monthly supplied parts invoicing and AR.  
负责客户的开票和收款事宜。
- Secure annual spare parts supply agreement.  
确保年度零件供应协议。
- Maintain and increase existing business in volume and value; target and gain new customers.  
保持及扩大现有业务的深度和广度，发掘新客户。
- Support China sales team on preparation of RSPL for their quotation / tender purpose.  
协助中国销售团队准备 RSPL 的报价/投标。

### Sales operation:

销售运营

- Support efficiently Chinese customers, inclusive of attending inquiries, quotations, shipment arrangement and payment follow-up.  
有效地支持中国客户，包括参与询价、报价、发货安排和付款跟进。

### SPH service improvement:

零件中心服务改进

- Maintain good and effective communication with customers and other SPH hubs.  
与客户和其他零部件保持良好有效的沟通。
- Follow up with customers for quotation provided.

跟进客户的报价。

- Follow up and resolve of any parts discrepancy with customers.  
跟踪并解决与客户发生的任何零部件差异。
- Prompt process and co-ordination in order to achieve group's KPI target.  
及时处理和协调，以达到集团的 KPI 目标。

#### **Others:** **其他**

- Collaborate with Finance in value and quantity discrepancy between invoice and order, as well as actual inbound & outbound, payment received from unnamed customers.  
与财务部门协作处理发票、订单以及实际入库出库之间差异问题，以及来自未确定客户的付款问题。
- Participate in EHS (Environment, Health and Safety) training and activities to understand and master the necessary EHS knowledge.  
参与 EHS（环境、健康、安全）的相关培训和活动，了解、掌握必要的 EHS 知识。
- In the process of work, we should strictly abide by the rules and regulations of production safety and operation procedures, and correctly use, wear and maintain labor protection equipment.  
工作过程中应严格遵守安全生产规章制度和操作规程，正确使用、佩戴和维护劳动防护用品。
- Any hidden danger or unsafe condition should be reported to the management.  
发现事故隐患或者不安全的状态，需要向管理人员报告。
- Other tasks assigned by superiors, and assist other work of colleagues in the department.  
上级交办的其他任务，以及协助部门内同事的其他工作。

#### **Qualifications:** **任职要求**

- Education: bachelor or above, mechanical & electrical disciplines are preferred.  
教育背景：本科及以上学历，机电专业优先考虑。
- Work experience: more than 2 years working experience.  
工作经验：2 年以上的工作经验。
- Fluent in written and spoken English.  
英语水平：书写流利，口语流利。
- Familiar with the use of office software, able to efficiently handle all kinds of documents and data, improve work efficiency.  
熟悉掌握办公软件使用技巧，能够高效地处理各类文档和数据，提高工作效率。
- Conscientious, patient and good in communication.  
有责任心，有耐心，善于沟通。
- Loyalty and responsibility is the must.  
必备的忠诚和责任心。

**Application:****投递方式**

Please send your Chinese and English CV and cover letter to:

请将中英文简历及动机信发送至:

[sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)