

## Project Assistant - French Speaking

**Location:** Zhejiang

**Sector:** Machine Tools & Parts / Chemicals & Plastics

**Starting date:** ASAP

### ABOUT THE COMPANY

Our client is a dynamic manufacturer supporting customers from conception to industrialization, with offices in Zhejiang province and France. The company has strong expertise in plastic injection molds, rapid prototyping, and injection parts production. Backed by a strong internal technical team, the client emphasizes continuous learning, autonomy, and long-term international partnerships.

### RESPONSIBILITIES

#### 1. Project Management:

- Manage export injection mold projects from order phase to export phase.
- Work on all development steps: design agreement, weekly follow-up, try-out, and pre-export inspection.
- Follow and meet lead times, specifications, and tooling quality; propose solutions when facing problems.

#### 2. Customer & Internal Coordination:

- Act as the key liaison between customers and the internal team.
- Provide direct support to customers.
- Communication with customers is mainly in French.

#### 3. Progress & Quality Follow-up:

- Track and ensure on-time project delivery.
- Monitor mold specifications and quality standards.
- Provide weekly progress updates and issue reports.

### REQUIREMENTS

- Fluent in **French** (mandatory for daily client communication).
- Based in Yuyao, flexible remote work is negotiable.
- Independent and self-motivated.
- Engineering background is a plus; if not, willingness to learn is acceptable.
- Experience in project management or customer communication.

### APPLICATION

Please send your resume and your motivation letter to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)

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