

Sales Assistant

Location: Guangzhou

Starting date: ASAP

About the Company:

Our client is a world leading manufacturer of containers for the pharmaceutical industry, with facilities in locations around the world. Our client has more than 1,000 employees in China and is now recruiting a sales assistant due to business needs, as described below.

我们的客户是一家世界领先的医药行业领域容器制造公司，在全球多地设有工厂。我们的客户在中国员工超1000人，现由于业务需要，招聘销售助理一职，具体描述如下。

Mission:

- Responsible for order-related business: have the internal electronic approval process, contract execution, registration and tracking the orders from customer & plant, delivery arrangement and payment collection.
负责订单相关业务：走内部电子审批流程，合同执行，登记和跟踪客户和工厂的订单，做发货安排及回款。
- Assist sales manager to understand customer needs through effective communication with customers.
协助销售经理通过与客户进行有效沟通了解客户需求。
- Follows up with the new developments in connection with the Technical Department of the factory concerned, look for sales opportunities.
跟进工厂新技术进展，寻找销售机会。
- Cooperate with manager to complete related sales work, such as quotation, report etc.
配合经理完成相关的销售工作，如报价，报告等。
- Collect, register and organize the customers' information actively, preform the daily operation and maintenance for targeted customers.
积极收集、登记并整理客户信息，有针对性地做好对客户的日常经营维护。
- Follow up the work assigned by leaders.
完成上级交代其他的工作任务。

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Requirements:

- Bachelor's degree or above.
本科及以上学历。
- Two years related working experience is preferred.
两年以上相关工作经验优先考虑。
- Good reading and written English, fluent in English and French is preferred.
有良好的英语读写能力，英语和法语流利者优先考虑。
- Be familiar with office software.
熟悉办公软件的使用。
- Be sensitive to numbers, good communication and coordination skills.
对数字敏感，具有良好的沟通与协调能力。

Application:

Please send your resume to: **SC-Recruitment@ccifc.org**

有意者请将简历投递至邮箱: **SC-Recruitment@ccifc.org**

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