

Commercial Assistant

Location: Guangzhou

Sector: Environment / Chemicals & Plastics

Starting date: ASAP

Job Reference: CDS2026005

ABOUT THE COMPANY

Our client is a prominent manufacturer specializing in water-soluble polymers. They offer a distinctive range of flocculants and coagulants tailored to enhance the efficiency of water treatment processes, including clarification, sludge dewatering, and heavy metal removal. Their products are utilized across multiple industries, such as industrial and municipal water treatment, drinking water production, and sectors like sugar, paper, textiles, enhanced oil recovery, and mining operations.

RESPONSIBILITIES

- Support the secretary in daily administrative and office tasks.
- Assist in managing the warehouse and handling customer orders, including urgent orders and occasional weekend requests. (Assistant will receive training and operate the OMNIS system for order and stock management.)
- Handle direct customer communication and follow up on requests.
- Perform general office duties and provide support to different departments as needed.

REQUIREMENTS

- Basic experience in logistics, warehouse management, or inventory control.
- Able to speak and write in Chinese and English (Cantonese is a plus).
- Basic accounting knowledge is preferred.
- Responsible, flexible, and able to handle urgent tasks when required.
- Willing to learn and adapt to new systems and processes

APPLICATION

Please send your resume and your motivation letter to: sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Commercial Assistant– Guangzhou [CDS2026005]

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