

Commercial Assistant

Company

Industry: Textile, Trading of luxury fine cloths

Our company client is manufacturer of Fabrics and Tailor-made Suits. Their main products are worsted and carded wool fabrics. They include all wool series, poly/wool series, compact spinning series, wool/cashmere series, wool/silk series, nano finish series, Sirofil-spun, mohair series, wool/linen series and uniform series. On garments, they devote to men's suits, shirt, ladies and casual wears. Their products have been sold to many countries and regions including USA, Australia, India, Italy, Egypt, etc. and have received good comments and reputation.

Shanghai based (Jing'an District)

Responsibility

Job Title : Commercial Assistant for the China Branch

Reporting Line: to the Office Manager & Dotted line: to Senior Business Development Manager

Description: Support Office Manager & sales team

Commercial support for the Sales Team

- Sales Turnover Report: Generate turnover report monthly for Sales team (summarize the raw data for future analysis by the format provided by sales team)
- Sales Analysis: provide sales statistics to sales team according to required format
- Client data base update: timely update the client database form and make sure all the information is completed for the current clients.
- Price list : to be sent to clients

Back Office: support the Operation/Office Manager on the following tasks:

- Place orders; double check the quantity and reference of the import goods; package and send goods to the clients
- Liaise with the mill in England & HQ in Paris if any problem
- Provide constantly good quality service for the clients.
- Purchase office stationary; operate and maintain office equipment and facilities
- Receive and send express
- Able to receive the guest in our office, answering or switches over the exterior telephone
- Bunch management (incl. custom clearance & release)
- Inventory gap analysis with the stock in China
- Support for B2B fair Intertextiles in Shanghai twice a year
- To complete the tasks assigned by general manager in time

Requirement

- Min. of 5 years' experience in back-office, within an international group (European if possible), knowledge of Incoterms (trading environment)
- Experience in basic accounting (AP/AR) will be a plus
- Computer skills (Office 2000) are required (i.e. sorting sales data) & UFIDA software experience wished
- Strong team player
- Well organized in his/her work
- High level of English written & spoken: fluent communication with HQ & Factory

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