

Office Manager

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

Back Office:

- Place orders; double check the quantity and reference of the import goods; package and send goods to the clients
- Liaise with the mill & HQ 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; tickets & hotel reservation.
- Responsible to receive the guest, answering or switches over the exterior telephone
- Support sales managers when requires
- To complete the tasks assigned by general manager in time

Trading & Logistics

- Customs:
 - preparing the documents for custom clearance
 - resolving customs problems through the connection with the custom broker
- Checking order ref. in the office before sending to clients
- Sending all orders by express to clients

Commercial support

- 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

Requirement

- Min. of 10 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
- Very willing to support commercial team & finance manager
- 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