

Administration Assistant

Company

Our company client is a French brand of dainty handmade jewelry created by a French couple living in Shanghai. They carefully choose unique raw materials, design and create every piece by themselves. The brand concept is around traveling, reflecting the wanderlust of the founders. Each set of jewelry has, as a reference, the name of a country. The creations are made with semi-precious gemstones coming from different places around the world such as Labradorite, Moonstones, Lapis Lazuli, Amazonite and white Turquoise just to name a few. The brand aims to provide high-quality pieces that are timeless by both their design and their quality. Thanks to the materials used -14k solid gold, 14k gold filled and 925 Sterling silver- Creations are made for daily wear and to resist our busy modern life.

The position is open in Shanghai office.

Responsibility

- Following up on the company's accounting operation (collecting and managing the fapiao, expenses, bank wires, personal expenses...)
- Updating sales and purchases on the company's ERP. (Making invoices, stock receipt, delivery notes...)
- Managing the Chinese Retail Operations (follow up consignment shops, refilling products, deliveries and stock/payment of clients)
- Taking care of the online platforms' customer service in Chinese and updating product descriptions
- Managing the deliveries of online sales in China and Asia
- Follow up on raw material stocks in the showroom

Requirement

- Bachelor's degree or above
- 1 or 2 years of experience in administration / accounting
- Fluent in English
- Native Mandarin speaker
- Curious, thorough, organized and independent
- Interested in fashion & accessory industries
- Good writing skills
- Good excel skills

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