

Key Account Executive

Company

Our company client is a multi-cultural international LIGHTING DESIGN STUDIO experienced in large scale projects, offering lighting consultancy services and bespoke Design & Build solutions based on strong partnerships with product providers and manufacturers.

They are passionate about creating unique & luxury lighting atmospheres that enhance senses. They are offering retail brands to develop a competitive advantage through the best customer experience.

The lighting guidelines focus on creating contrasts in stores, hotels, restaurants, offices, providing strong differentiation and generating equity to your brand. The company is based in HK, Shanghai. With affiliate offices in Miami, UAE, India, France

Location: Shanghai

Responsibility

1. Account Management:

- Manage customers in lighting projects (Buyers, Contractors, Designers, Architects)
- Follow order processing with other departments (Design, Engineer, Technical)
- Ensure the timely and successful delivery of our solutions according customer's need and objectives
- Resolving any post-sales issues
- Identify opportunities to grow business with existing and new clients

2. Administration

- Customer & Supplier orders processing & follow up (quotations, purchase orders)
- Packing and shipping processing
- Sourcing new suppliers
- Manage supplier's product development and cost control
- Phoning & Mailing & Providing operational support and all kind of unexpected tasks to Sales, Customer & Supplier
- Daily office administrative procedure & operations
- Stock monitoring

Requirement

- At least 3 years solid experience in sales/Admin, preferably in LED Lighting, Lighting control industry
- Network connections with developers, interior designer and E&M contractors
- Proficient in PC knowledge (MS Word, Excel and PowerPoint)
- Aggressive to work and eager to learn new technology
- Reliable and hardworking to follow up all inquiry and orders
- Native speaker in Chinese and fluent in English is mandatory. Knowledge of French is an asset.

Personal skills required

- Proactive
- Rigorous
- Organized
- Autonomous person
- Multitasks
- Good communication skills
- Excellent negotiation and selling skills

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