

## Assistant Sales Marketing

### Company

Our client is a global consulting and engineering company involved for 25 years in energy efficiency and green building engineering. Created in 1993, our client is one of the pioneers of energy-saving and sustainable buildings. With a 30+ team of multidisciplinary engineers, is a leading independent French green building engineering company active in China (since 2008) and worldwide (Columbia, UAE, Malaysia, Indonesia, etc.).

Our client operates on the whole building life cycle, from design (green building specifications, energy efficiency design and calculation, etc.) to operation and maintenance (energy audits, certifications in operation...).

Our client's capabilities include the following:

- Sustainable Design Solutions for new constructions and renovations
- Environmental Certification Management for new construction and existing buildings (LEED, China GBDL/GBL, BREEAM, HQE, WELL, etc.)
- Building Simulations (Thermal Modeling, Daylight Simulations, CFD, Wind Modeling, etc.)
- Energy Performance Contracts
- Energy Audits
- Specific Studies (Carbon Footprint Study, Life Cycle Assessment, etc.)
- Operation Optimization (ISO 50 001, Energy Management & Reporting, etc.)

The position is open in Shanghai office - Jing'An District.

### Responsibility

- Contract Administration: Contract, Invoicing, Payment follow-up
- Daily global office administration task
- Commercial administration
- Basic accounting in liaison with our Accounting Firm, Head Office
- Marketing support; website update, PPT editing, database updating
- Translation & creation of content in Chinese

### Requirement

- High education (Bachelor's degree as a minimum)
- At least 2 years' experience within an International SME company in China with Administrative duties preferably related to sales administration. Ideally, within a BtoB Service company.
- Basic knowledge in accounting
- Fluent level of English is required; French is a plus
- Mandarin native speaker
- Personal skills: multi tasks, proactive, organized

***Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)***