

Logistics & Administrative Assistant

Company

Our client is a French company, specialized in the conception and production of OEM car accessories (plastic parts, metal parts, textile parts, electronic parts). It is tier-1 supplier for car makers France/Europe. R&D and Sales are handled at company Headquarters in France (Yvelines).

The office in Shanghai handles purchasing and supplier's management.

Responsibility

The position is based in our Shanghai Office (Yangpu district, Dalian Lu).

Under the supervision of the General Manager and in direct contact with direction in France, the Logistics & Administrative Assistant will be in charge of:

- Supervising the logistics of our suppliers on a day-to-day basis for the shipment of our goods to France, including relations with customs and paperwork for exportation.
- Managing the orders and ensure timely delivery of suppliers (communicating with Chinese suppliers, forwarders, counterparts in France, etc.)
- Dealing with tax declaration and tax refunds related to exportations.
- Assisting the team in business trip organization and planification.
- Handling back office administrative tasks (expense reports, meeting minutes, projects reporting, supplier contracts, logistics, etc.)
- Ensuring the smooth communication between Shanghai office and French Headquarters and helping to anticipate and solve organization problems.

In a few words, the Logistics & Administrative assistant is the brain and memory of the office, offering a back-up support to the office manager and the team.

Requirement

- Bachelor's Degree (management related majors)
- 2-3 years more in administrative function
- Chinese mother tongue
- Advanced in English in mandatory, French is a plus
- Sector: Automotive

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