

FRENCH speaking - Export back office Fasteners unit

Company

Our company client is a French Group leading supplier to industry and construction business (B to B distribution). With the broadest product offer on the market and backed by the largest French and World manufacturers, our client assists its customers on a daily basis in the building & public works, industrial, public or private tertiary sectors.

A privileged partner in the building industry, an expert in technical solutions in the industrial sectors, the company offers its 450,000 European clients the best products and services. The professionalism of its teams, its efficient logistics and its network of 650 outlets provide matchless service.

Exclusive multi-product and multi-business retailer, the company who is an independent group established in Europe and North America, positions itself in relation to its size, its strength and its panel of commercial solutions as a leader in its markets.

In 2018, after 237 years, the Group has more than 13,000 employees worldwide and reaches a turnover of more than 3,8 Billion Euros.

Since 2003, the company has been established in Shanghai. The office based in Jing'An is in charge of coordinating sourcing and procurement activities all over Asia.

Responsibility

➤ Major Responsibilities:

Order follow up, documents control, operations:

- 1.Filling, updating and monitoring with high accuracy our Fastener activity orders follow up tables.
- 2.Coordinate Quality control inspections before departure of the goods with our QC team in Asia.
- 3.Tracking delays and remind suppliers daily
- 4.Checking all kinds of documents related to orders: Pls, Shipping documents, Certificates if requested.

Commercial assistant:

- 1.Efficient communication with overseas internal customers about operations follow up tables and under the supervision of managers
- 2.Efficient communication with suppliers in Asia (China, Taiwan, India, Viet Nam, South East Asia)
- 3.Assist the Fasteners unit Merchandiser if needed on any kind of missions related to Fastener department (Administrative, Sourcing, classify documents...)
- 4.Samples delivery management
- 5.Commercial assistant for other company units if needed by the company and if worktime allows it (Administrative, Sourcing, negotiation, classify documents, PPT presentation...)

Requirement

- 1.College degree
- 2.Good command of oral and written English, oral and written French language is Required.

- 3.3 years of working experience in as Export back office in a French speaking company, be familiar with trade procedure and documents, procurement, administrative work
- 4. Good sense of communication in Chinese, French, English
- 5. Rigorous, Diligent, work carefully and strong sense of responsibility
- 6. Excellent command of computer operational skills, especially MS Office

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