

## Intern – Commercial Assistant

### Dormeuil China

Our Industry: Fashion & Trading of luxury fine cloths

Job Title: Intern - Commercial Assistant for Dormeuil China Branch

Time period: 6 months Reporting Line: to the Operation Supervisor

Description: Support office operations & sales team

### Responsibility

- Commercial support to the Sales Team
  - Sales Turnover Report: Generate turnover report monthly for Sales team (summarize the raw data for future analysis by the format provided by sales team)
  - Sales Analysis: provide sales statistics to sales team according to required format
  - Client data base update: timely update the client database form and make sure all the information is completed for the current clients.
  - Price list: to be sent to clients
- Back Office: support the Operation/Office Manager on the following tasks:
  - Place orders; double check the quantity and reference of the import goods; package and send goods to the clients
  - Liaise with the mill in England & HQ in Paris if any problem
  - Provide constantly good quality service for the clients.
  - Purchase office stationery; operate and maintain office equipment and facilities
  - Receive and send express
  - Able to receive the guest in our office, answering or switches over the exterior telephone
  - Bunch management (incl. custom clearance & release)
  - Inventory gap analysis with the stock in China
  - Support for B2B fair Intertextiles in Shanghai twice a year
  - To complete the tasks assigned by general manager in time

## **Requirement**

- Ideally graduated from business school
- Experience in basic accounting (AP/AR) will be a plus
- Computer skills (Office 2000) are required (i.e. sorting sales data) & UFIDA software experience wished
- Strong team player
- Well organized in his/her work

## **Conditions**

Shanghai based (Jing An District)

## **Package**

Fees/Allowance: 200 RMB / day

*Please send your resume to Jessie Jin: [accounting@dormeuil.cn](mailto:accounting@dormeuil.cn)*