

Management & Marketing Assistant

Location: Beijing

Sector: Consulting

ABOUT THE COMPANY

Our client is a China based consulting company that aims to help Foreign Brands development on the Chinese Market & the Asian markets. They are requiring their employees to assess, develop and bring the power of practical ideas, creative mindset and down-to-earth working style where they work toward achieving a common goal. They are looking for motivated and talented people to join their dynamic team and make the journey a success story.

RESPONSABILITIES

- Participate to the daily life of the office administration tasks: Expenses, Payments, Sales & Stock Report
- Conduct online research on a variety of matters such as products, suppliers, competitors, procedures etc. as specified by management
- Find products online and conducts online purchasing of products as specified by management
- Assist management in the communication with and coordination of suppliers, clients and other third parties such as Accountants, Taobao vendors, Designers, Printers etc.
- Actively organize and be aware of the company's scheduling and rearrange schedules in case of unexpected changes: Meetings, Business Trips etc.
- Assist management during the preparation and execution of promotions & events
- Assist management for customer communication and customer visits when needed
- Support Marketing Tasks such as: Creating and Editing Presentation, Database Updating, Market Research, Translation and Creation of content in Chinese
- Keep abreast of the development trend of the Alcohol & Food and Beverage industry, give reasonable suggestions in order to promote our products
- Coordinate tasks with different employees, suppliers or customers in order to bring smooth operation

REQUIREMENTS

- College degree or above
- 2 years of experience in a comparable position (Preferred)
- Proficient user of MS Office (Excel, PowerPoint)
- Basic Knowledge of Accounting (Fapiao, Payment Tracking, Expenses Report)
- Ability to organize a daily workload by priorities
- Ability to Multi tasks and result-oriented
- Proactive approach to problem solving
- Outstanding communication skills and good at teamwork
- Mandarin Native Speaker, Fluent in English

APPLICATION

Please send your resume to: zhao.lys@ccifc.org

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