

## Office Manager

**Location:** Beijing

**Sector:** Freight forwarding

**Starting date:** ASAP

### ABOUT THE COMPANY

Our Client is a French Freight Forwarding group with offices in the main French Ports and Airports, as well as Belgium, UAE, China. They are handling Ocean and Air shipments worldwide with a specific focus on the France and Africa trade.

### MISSIONS

This role will be responsible for team management and all logistic activities in the international cargo transportation.

### RESPONSABILITIES

- To act as an office manager to supervise the team in China and the business operations of the company.
- To develop new potential clients and be responsible for business negotiation, identification of their needs; and then create and design new solutions to optimize the transportation offers.
- To participate in the control of the trading activities to ensure the smooth operation.
- To maintain good relationship with all clients.
- To carry out the Marketing activities to promote the company's business.

### REQUIREMENTS

- Bachelor's degree or above.
- Minimum 5 years' work experience in the field of Freight Forwarding or logistic activities.
- Well organized and good leadership management skill.
- Excellent communication skills.
- Native French, proficiency in English.

### APPLICATION

Please send your resume to: [janvier.walter@ccifc.org](mailto:janvier.walter@ccifc.org) or [zhao.lys@ccifc.org](mailto:zhao.lys@ccifc.org)

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