

Commercial Assistant

Location: Shenzhen

Sector: Clothing, Textile, Garment & Trading

Starting date: ASAP

ABOUT THE COMPANY

Our client is a leading manufacturer of heat transfer films for textiles. It was founded in France with subsidiaries opening in the USA, Hong Kong, and in Shenzhen. They have become a global name in its sector, they currently sell its products in over 80 countries worldwide, primarily through its distribution network. They have a reputation of highly stable, high-quality products.

MISSIONS

They are recruiting a Commercial Assistant in their team in Shenzhen composed of French and Chinese. The position offered is very exciting with a deep international culture and numerous various tasks.

RESPONSIBILITIES

- Preparation of proforma invoices according to clients 'orders
- Communication with customers from entire Asia-Pacific market with the instructions of Sales Manager
- Coordination with service provider: warehouse, logistic, accounting etc.
- Follow up of orders, proceeding with logistics company and inquiry of freight quotes
- Coordination with Head Quarter teams in France for daily operations
- Preparing samples and follow-up with new prospective customers
- Preparation for importation documents France-Free trade zone, Free trade zone to mainland china
- Monthly review of suppliers' invoices and proceed for payment
- Organization of 2-3 international exhibitions with the instructions of Sales Manager

REQUIREMENTS

- Native Chinese speaker, fluent in English. Cantonese & French speaker will be a plus.
- Open-minded, proactive, dynamic, team player
- Good communication & coordination skills

APPLICATION

Please send your application with CV, covering letter to:

sc-recruitment@ccifc.org

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