

E-commerce Client Service Manager

Location: Beijing

Starting date: ASAP

ABOUT THE COMPANY

Our client is a branding & digital agency based in Sanlitun, Beijing. Partner of both western SMEs and large companies, their mission is to develop brand awareness by creating attractive content and partnering with KOL to drive traffic on e-commerce store.

RESPONSABILITIES

- Manage customer service for premium brand
- Assist E-commerce department within daily maintenance on Youzan/ Taobao backend
- Manage and prepare all documents of logistic and E-commerce platform
- Preparation of documents and draft reports
- Assist E-com to do researches for business development
- In charge of company administration procedures and supervise execution
- Organise internal events
- Maintenance company properties

REQUIREMENTS

- Bachelor's degree or advanced degree
- Fluent in English or French
- Organised; patient; integrity; trustful
- Preciseness; serious; sense of responsibility
- Prefer experiences within E-commerce platforms as Youzan; Dewu; Taobao; Xiaohongshu, etc.
- Prefer experiences within international logistic service
- Basic office tool skills

APPLICATION

Please send your resume to: bj-hr@ccifc.org

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org