

FRENCH speaking-Export back-office Fasteners unit

Company

Our client is one supplier to industry and construction business. It assists its customers in daily basis in the building & public works, industrial, public, or private tertiary sectors.

- The elected candidate will be based in Shanghai office and will be under the direct supervision of the Product manager. The main missions are following up orders and ensure a smooth operation process for our Fasteners purchase/export department from Asia.
This employment will be 1 year first contract and therefore aiming long term period.

Major Responsibility

Order follow up, documents control, operations:

1. Filling, updating, and monitoring with high accuracy our Fastener activity orders follow up tables.
2. Coordinate Quality control inspections before departure of the goods with our QC team in Asia.
3. Tracking delays and remind suppliers daily
4. Checking all kinds of documents related to orders: Pls, Shipping documents, Certificates if requested.
5. Make the consolidation of cargoes if necessary
6. Cooperate with freight forwarders to track logistics.
7. Update monthly BU KPI and supplier performance KPI.

Commercial assistant

1. Efficient communication with overseas internal customers about operations follow up tables and under the supervision of managers
2. Efficient communication with suppliers in Asia (China, Taiwan, India, Viet Nam, Southeast Asia)
3. Assist the Fasteners unit Merchandiser if needed on any kind of missions related to Fastener department (Administrative, Sourcing, classify documents...)
4. Samples delivery management
5. Commercial assistant for other company units if needed by the company and if worktime allows it (Administrative, Sourcing, negotiation, classify documents, PPT presentation...)

Basic Requirements

1. College degree
2. Good command of oral and written English, oral and written French language is Required.
3. 3 years of working experience in as Export back office in a French speaking company, be familiar with trade procedure and documents, procurement, administrative work
4. Good sense of communication in Chinese, French, English
5. Rigorous, Diligent, work carefully and strong sense of responsibility
6. Excellent command of computer operational skills, especially MS Office

Please send your resume to: sh-recruitment@ccifc.org