

## Regional Manager

### Company

With over 28 years of experience across China and precise understandings of French culture, our client provides all aspects of communication and digital marketing, as a PR and advertising company. It dedicates itself to deliver high quality services through its advanced knowledge of the Chinese culture, whilst maintaining the highest level of the European standard.

### Responsibilities

- Key account management (clients based in Beijing)
- Planning, coordinating and executing related projects
- Assist in the creation of proposals and presentations
- Communicate with Vendors/Suppliers and Clients to ensure timely and accurate project launch, execution, and invoicing
- Provide superior customer service via creativity, responsiveness, and strong interpersonal skills

### Requirements

- Excellent communication, organizational and strong co-ordination skills
- A detailed and efficient team player, can work under pressures
- BA degree or above. Excellent computer skills, able to use Word, Excel, PowerPoint efficiently
- High level of listening, oral, reading and written French
- 10 years of related working experience required
- Deep knowledge of digital media and working knowledge of communication on internet preferred

Please send your resumes to: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)