

Front Office Director

Essential Duties & Responsibilities:

- Ensure commercial and financial objective of the Front Office (“FO”): Deliveries, invoicing, overdue, inventory... per contract and at site level,
- Ensure the operational activities of the FO in compliance with the quality and airworthiness standards
- Manage general coordination and priorities for the FO team; assigns and monitor work of the FO team
- Assure correct service to client, protecting the interests of the company and of the client simultaneously to achieve a mutually beneficial win-win partnership approach.
- Monitor client satisfaction and make preventive and corrective actions in order to keep it at high levels
- Define and communicate business policies of the company to client support and sales teams warranting that both keep acting as defined. Participate to important negotiations with clients. Keep long-term relationship with existing clients.
- Anticipate Customer needs, promote and customize Products & Service offerings by bringing the most value, and ensuring profitable sales growth with the customer
- Develop key functional relationships between the Customer and Company
- Built and follow up the annual budget in term of revenue and expenses
- Participate in the strategic planning of the company, aiming at maximizing the economic and financial results of the products and services offered by Company.
- Seek new market niches for prospection and sales of products and services.
- Consolidate sales forecast information with the financial area.

Requirements:

- Bachelor degree or above;
- At least 10 years’ related experience; Preferably in related industries such as aerospace and automotive;
- At least 3 years’ manager role; Strong leadership skills;
- Proficiency language skill in both Chinese and English, French as a plus.
- Exhibits the highest levels of integrity and professionalism.
- Enjoys people and has strong networking/interpersonal capabilities.
- Be able to travel when needed
- Open-minded, business driven, and team working spirit

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