

## Marketing & Administrative Coordinator, Asia Pacific

**Location:** Shanghai

**Sector:** Luxury

**Starting date:** ASAP

### Company

Our client is a French luxury porcelain brand company. They manufacture in France and distributes globally a large selection of existing & bespoke products (tableware, giftware, decorative objects, jewelry, art pieces, lighting, and furniture) to satisfy the needs of luxury hotels, fine dining restaurants, first class airlines, luxury brands, corporations, etc. They are now seeking a Marketing & Administrative Coordinator to assist the Asia Pacific region.

### Responsibility

The Marketing & Administrative Coordinator will be responsible to perform a wide range of marketing, administrative & office support activities to facilitate the efficient operation of the organization.

The job will report to the Regional Vice President who's based in Shanghai.

### Coordinate Marketing related activities

- interface with our distributors for all off-line marketing activities: events, marketing materials, merchandising, translation of documents, etc.
- plan and coordinate all fairs for the brand and all key events with distributors & B2B customers, and coordinate with partners, organizers, contractors, sponsors, etc.
- create PowerPoints and contents for projects, events, presentation, trainings, etc.
- research of B2B projects and contacts to assist the sales team for prospection
- manage all databases on Excel by inputting all new business cards contacts and update them regularly

### Coordinate Administrative related tasks

- coordinate the maintenance and the organization of the Shanghai office and the showroom
- supervise the inventories of equipment, marketing materials, porcelain samples, etc.
- handle all sourcing and logistic of samples, catalogues, couriers & parcels for the Shanghai office & showroom
- greet visitors & serve drinks, assist them if needed
- assist the sales managers in preparing the quotations on Excel using our standard format, with appropriate products references (photos, description, code, prices, etc.)
- update our monthly reports for our distributors
- assist the regional VP for his/her flights bookings, hotels, visas, sourcing products, etc.

### Requirements

- Native Chinese with excellent level of English & French, verbal & written
- 3-5 years' work experiences in marketing coordination and/or administration for a French company in France and /or in China
- Proficiency in the use of computer programs: Microsoft Office (Excel, PowerPoint), Outlook, Internet, etc.
- Entrepreneurial/self-driven person, with good secretarial and administrative management skills
- Autonomous, taking initiatives with strong organizational and multi-tasking skills
- Excellent in customer service, with strong communication and interpersonal skills

**Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)**