

## Account Manager

**Location :** Guangzhou  
**Sector :** Luxury product  
**Starting date:** ASAP  
**Report to:** General Manager  
**Department:** POS

### ABOUT THE COMPANY

Our client is a team of experts in high-quality merchandising, displays, windows decoration, branded gifts and packaging, so-called POS materials. They have been in Mainland China since 2010 and expanded their operations to the world throughout the years.

They work as agents for luxury brands and establish partnerships with factories including in Mainland China. They also provide additional services to our clients such as laboratory testing, suppliers audit, quality control, warehousing, logistic, design and product development. Their aim is to deliver beautiful products at affordable pricing as well as developing fair business practice and enjoyable working atmosphere.

### RESPONSABILITIES

1. Review RFQ
2. Source for suppliers
3. Inquire factories for pricing
4. Negotiate pricing
5. Prepare price offers to clients
6. Develop prototypes
7. Follow on mass production
8. Follow on logistics
9. Inspect goods
10. Follow-up logistics
11. Prepare logistics documents
12. Communicate with clients for development and order follow up
13. Develop sales with existing/potential new clients
14. Other responsibilities as assigned by immediate supervisor
15. 30% of total working time for business trip, and 95% of time in Guangdong

### REQUIREMENTS

- English or French native speaker, good command of Chinese is a plus
- Internal and external communication
- Foresee clients' needs and so on

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- Knowledge and experience in quality control, testing standards and social compliance are strong plus
- Proven Project Management Skills
- Experience working with suppliers to negotiate costs and schedules
- Independent thinking , strong organization and planning abilities and excellent analytical and problem-solving skills are essential
- Highly proficient in MS Office Software, high aptitude for MS Excel
- Skilled in 3d Software, Photoshop and Adobe Illustrator appreciated
- Ability to work from an ERP system for work /HR management

## APPLICATION

Please send your English resume and cover letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

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