

General Manager Assistant

Company

Our client, as a pioneer and the Number 1 in France since 1996 in the barcode labelling sector, the company is today a major player and has been working on a long-term basis with the internationally distributed big names of the French fashion industry.

The group and its International network, owned in its own right by the parent company, provides its textile and ready-to-wear sector clients with a complete range of customized services and solutions for tagging and protection at source.

As a creator of solutions in the textile and fashion industries, the company guides their clients through to the completion of the clients' labelling, anti-theft tagging and packaging projects.

Location: Hangzhou

Responsibilities

The company is looking for an assistant with very good English skills and who have full experience on this position. She or he will be in charge of:

- Check, translate and negotiate contract
- Contact with the Asian platforms (India, Bangladesh, HK) and the Headquarter in France.
- Organize meetings
- Other tasks required by GM

Profile

- University Degree or above
- Excellent Communication and Negotiation skills
- Positive, Highly working responsibility and good team work
- Mandarin native speaker
- Very good level of English. French is appreciated but not mandatory
- Experienced
- Ability to arrange the work
- Organized
- Quick reaction
- Ability to maintain the relation with the team in China and abroad

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