

Sales assistant

Location: Shanghai

Sector: Sales & Marketing

Starting date: ASAP

Report to: sales manager

ABOUT THE COMPANY

Our client is a world leading manufacturer of containers for the pharmaceutical industry, with facilities in locations around the world. Our client has more than 1,000 employees in China and is now recruiting a sales assistant due to business needs, as described below.

RESPONSIBILITIES

- Responsible for order-related business: have the internal electronic approval process, contract execution, registration and tracking the orders from customer & plant, delivery arrangement and payment collection.
- Assist sales manager to understand customer needs through effective communication with customers. Follows up with the manager new developments in connection with the Technical Department of the factory concerned, look for sales opportunities. Cooperate with manager to complete related sales work, such as quotation, report, etc.
- Collect, register and organize the customers' information actively, preform the daily operation and maintenance for targeted customers.
- Follow up the work assigned by leaders.

REQUIREMENTS

- Bachelor's degree or above.
- Two years related working experience is preferred.
- Good reading and written English, fluent in English and French is preferred.
- Be familiar with office software.
- Be sensitive to numbers, good communication and coordination skills.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

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