

## Marketing & Administrative Coordinator, Asia Pacific

### 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

Based in Shanghai, 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 between our Marketing team in France and our distributors for all off/on-line marketing activities: events, marketing materials, merchandising, translation of documents, etc.
- plan and supervise all fairs for the brand and all key events with distributors & B2B customers, and coordinate with partners, organizers, contractors, sponsors, etc.
- create marketing documents (PowerPoints, emailing, newsletters, action plans, etc.) and contents for projects, events, presentation, trainings, etc.
- research of B2B projects and contacts to assist the team for prospection
- manage all databases by inputting all new contacts and update them regularly

### Coordinate Administrative related tasks

- supervise the maintenance and the organization of the Shanghai office and the showroom
- manage the inventories of equipment, marketing materials, porcelain samples, etc.
- handle all sourcing and logistic of samples, catalogues, couriers & parcels, etc.
- greet visitors & serve drinks, assist them with catalogues, products, etc.
- prepare quotations with appropriate products references (photos, description, code, prices, etc.)
- update daily/weekly/monthly reports

### Requirements

- Native Chinese with excellent level of English & French, verbal & written
- 5-7 years' work experiences in marketing coordination & administration for a luxury French/Foreign company
- Proficiency in the use of computer programs: Microsoft Office (Excel, PowerPoint), Outlook, Internet, etc.
- Experience in project management, from conception to delivery
- Excellent in customer service, with strong communication and interpersonal skills
- Entrepreneurial/self-driven person, with good secretarial and administrative management skills
- Strong organizational and multi-tasking skills; attention to details even under pressure
- Time management skills with the ability to meet deadlines
- Excellent analytical and problem-solving abilities
- Team-management and leadership skill

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