

General Manager Assistant

Location: Shenzhen

Sector: Wine, Import, Trading

Starting date: ASAP

Report to: Management of the GM

ABOUT THE COMPANY

It is a wine import company and sale agency. Part of a French group, its missions are the promotion in Asia of wine from family own estates located the south of France and south of Rhone's valley. It also imports its own brand in China and build a distribution network around importers and distributors.

RESPONSIBILITIES

- Help the GM in the daily organization of the company to communicate with accountant, official government office, bank, supplier of dry materials, transport company, warehouse, designer and wine promotional agency.
- Keep the communication with the clients, follow up the order, transfer contracts, documents, and quotation.
- Translate Chinese to French or English to the GM.
- Communicate with the French headquarter team for the follow up of order, samples, exhibition arrangement.
- Prospect client on phone and WeChat.
- Intend meeting and exhibition in Shenzhen.
- Arrange the customs clearance of samples send from France.
- Translate PPT and other marketing documents from French or English to Chinese.

REQUIREMENTS

- University degree.
- Microsoft office fluent.
- Language Chinese native, French, or English fluent.
- Wine study or experience.
- Beginner accepted. Open-minded, proactive, dynamic, team player.
- Good communication & coordination skills.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

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