

Sales Representative 海外销售代表

Location: Shenzhen

Sector: Manufacturing; Toys & Games

Starting date: ASAP

Job Reference: CDS - 2024 - 053

Candidature Preference: Local profiles

ABOUT THE COMPANY

Based in the bustling city of Shenzhen, our client is a leading producer of cutting-edge educational toys in China. They offer comprehensive support throughout the product's lifecycle, from development to shipping, covering a wide range of products including toys (plastic/silicone/wooden), jigsaw puzzles, puzzles, figurines, board games, and more.

RESPONSIBILITIES

- 跟进客户的订单和项目，从询价到内部订单处理，包括报价，文件翻译，内部会议，在系统中下订单，检查 BOM 清单，与工程，采购，QC 和生产部门召开新产品会议，安排测试样品，模具和出货。
Follow up on orders and projects from clients, starting from RFQs to internal processing, including quotation, documentation translation, internal meetings. Place orders in system, check BOM lists, conduct new product meetings with engineering, sourcing, purchasing, QC, and production. Arrange test samples, molds, and shipments.
- 跟进客户，确保客户满意，解决客户的顾虑和要求。确保订单按时交付和货款回收。及时更新客户的订单进度，协调发货，确保生产，采购，物流和仓库团队了解客户特定要求。
Follow up with clients to ensure satisfaction and address any concerns or requirements. Ensure order delivery and payment collection on time. Keep clients updated on order progress. Coordinate shipments. Ensure production, purchasing, logistics, and warehouse teams are informed of special requirements.
- 进行每周销售报告，数据输入到内部系统和定期库存数据处理。
Conduct weekly sales reports, input data into the internal system, and process inventory data regularly.
- 通过各种渠道（包括网络和推荐）识别潜在客户和开发新客户，向客户提供销售演示，展示我们的产品/服务。
Identify potential clients and develop new clients through various channels, including networking and referrals. Prepare and deliver sales presentations to prospective clients, showcasing our products/services.

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REQUIREMENTS

- 本科及以上学历，专业不限。有跟单经验者优先。
Bachelor's degree or above, with proven experience in sales.
- 英语 CET-6 或以上，书面英语（邮件沟通），听力口语（电话视频会议沟通）能力优。
Fluent in English, including listening, speaking, reading and writing, CET-6 is preferred. Ability to handle overseas client calls and video conferences.
- 自我激励，以目标为导向，具备良好的人际关系和沟通技巧。
Self-motivated and goal-oriented, strong interpersonal and communication skills.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject : Your name | Job title - location [Job reference]

Ex. Your name | Sales Representative - Shenzhen [CDS-2024-053]

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