

## Account Manager

**Location:** Guangzhou  
**Sector:** Luxury  
**Department:** POS  
**Report to:** General Manager  
**Starting date:** ASAP  
**Job Reference:** CDS-2024-058

### ABOUT THE COMPANY

Our client is a skilled team focused on creating high-quality merchandising and retail solutions for premium brands.

### RESPONSIBILITIES

- Engage with clients by assessing their requests, gathering additional details as needed, proposing solutions or adjustments, keeping them informed with regular updates, sending cost proposals, collecting feedback on submitted offers, addressing concerns, reviewing materials before delivery to clients, and coordinating client visits.
- Support the operations team by filling in detailed information, overseeing tasks across key areas (such as supplier research, product creation, manufacturing, and shipping), and offering suggestions or assistance whenever required.
- Assist management by recommending ways to streamline processes, highlighting gaps in staffing, skills, or resources, raising internal or external obstacles, attending industry events, and sharing insights from those experiences.

### REQUIREMENTS

- Familiarity with materials, tools, production techniques, structural design, and related technical concepts.
- Background in creating retail or promotional products, such as displays or packaging, is a plus.
- Experience coordinating with manufacturers, managing production schedules, supply chains, and ensuring quality standards.
- Ability to spot potential technical challenges or production issues based on project needs.
- Proven project management abilities, with clear logical thinking, independence, excellent planning, organization, negotiation, and problem-solving skills.
- Effective communication skills for working with teams, delegating tasks, and engaging with external partners, paired with a collaborative and understanding approach.
- Proficiency in spoken and written English and French.
- Comfortable thriving in dynamic, fast-moving work settings.
- Skilled in using ERP systems for workflow or team coordination.
- Willingness to travel for business purposes.

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## APPLICATION

Please send your resume and your motivation letter to: [sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

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

Ex. Your name | Account Manager - Guangzhou [CDS-2024-058]

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