

Commercial Assistant

Location: Shanghai

Starting date: ASAP

About the Company:

Our client is a French company in the production of meat in the livestock industry, but also provides technical services, consulting services, and the company is currently expanding its business and growing rapidly.

我们的客户是一家法国独资公司，是主营畜牧业设备批发及售后服务，鲜肉，饲料添加剂，清洁剂等批发，提供技术服务，咨询服务的公司，公司目前正在扩大业务，飞速发展。

Mission:

- 熟悉部门的产品和销售流程，关注市场动态，参加展会、研讨会等市场推广活动；相关文书资料的准备、编写与翻译；
Familiar with the BU's products and sales process, pay attention to market trend, participate in exhibitions, seminars and other marketing activities, prepare the relevant ; Preparation, writing and translation of relevant documents;
- 负责准备合同，跟踪订单执行进度，与其它部门协作完成交接货
Responsible for preparing contracts, tracking the progress of order execution, and collaborating with other departments to complete the delivery of goods;
- 协助销售团队做好产品销售工作，例如产品物流，市场营销活动
Assistant sales team in the sales of the products, e.g. products logistics, marketing activities;
- 同法国相关同事对接，完成进口订单合同、文件的准备，并同国内客户进行沟通
Working with the colleagues in France to complete the import order contract and the preparation of documents, and communicate with domestic customers
- 完成领导交办的其他工作
Complete other tasks assigned by leadership

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Requirements:

- 对贸易行业有兴趣，执行力强
interested in trade industry, strong execution ability,
- 本科以上学历，法语或相关专业，法语流利
Bachelor degree or above, majoring in French or related fields and fluent French
- 英语流利
Fluent English
- 良好的沟通协调能力，具有团队合作精神和荣誉感，诚实，细心
Good communication and coordination skills; Have a sense of teamwork and honor, honest, careful

APPLICATION :

Please send your resume to: bj-hr@ccifc.org

有意者请将简历投递至邮箱: bj-hr@ccifc.org

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