

Partenaire	DE Job Market
Adresse	Landmark Tower II Unit 0830 8, North Dongsanhuan Road Chaoyang District Beijing 100004 P.R. China
Ville	Beijing
Référence	20D1608278951
Titre	Commercial Assistant / PMS
Description du poste	<p>Sales Administration</p> <p>Support Sales Team for general back office tasks such as maintaining customer data, making offer etc. Support sales team to meet customer needs and business development. Support on maintaining customer portals. Support on task like RFQ Downloads, quote uploads, schedule tracking, sample orders, billing and payment issues, aftermarket issues etc. Put program data into relevant data platform e.g. GSPT etc. Project Management Sales</p> <p>Organization and implementation of project and review meetings Program Management during Acquisition and Development which include sales, product, logistics and purchasing. Responsible for achieving project targets regarding timing, quality and target costs Regular reporting on project status and maturity. Organize project kick-off and production kick-off meetings. Conduct lessons learned as part of the Group continuous improvement activities. Responsible for support of internal and external customers. Preparing of project dossiers and specifications in accordance with internal guidelines</p>
Type de contrat	Emploi
Société	ElringKlinger AG
Description de la société	As a member of ElringKlinger AG, ElringKlinger Engineered Plastics has been one of the technology leaders for seals, tubes, engineering design elements, assemblies and modules.
Localisation	ElringKlinger AG ElringKlinger Engineered Plastics
Pays	Qingdao Chine
Profil recherché	<p>Bachelor degree in Business Administration or related, Knowledge or training on project and customer management.</p> <p>English: good command in spoken and written. German or Korean is also a big plus. Excellent customer relation skills, professional communication skills to customer and within the team.</p> <p>Able to work independently, under pressure, as well as in a team. proficient with Microsoft Office applications, computer skills in SPOT software, SAP.</p>
Expérience	https://www.de-jobmarket.com/job/commercial-assistant-pms/ Expérimenté (3-10 ans)
Langues	Chinois (mandarin)