

Non-Tire Service Specialist

Vaše náplň práce

Maintain and manage Non-Tire ordering Platform. Provide pre-sales service, order tracking and after-sales service for platform customers to ensure customer satisfaction and make the platform run smoothly.

[Job Description]

Merchandise Platform Management

- Maintain and update Merchandise information on the platform, besides pictures, price, training and promotion
- Update ordering information on platform
- Provide practical suggestions for business system updates

Order Management

- Provide presales service to platform customers, e.g. parts number check as customer requirement
- Manage & handle orders to ensure timely delivery
- Tracking order logistics and quality, quantity issue
- Work together with consultant team to provide good service to customers
- Communicate with Merchandise vendor for aftersales service

Reporting

- Generate Merchandise sales report according to business requirements

Communication

- Communicate with customer for order/policy/daily issues
- Cross-function communication with Accounting and Finance with high efficiency

Others

- Inventory Management
- Other tasks assigned by supervisor



ID pracovní pozice
REF100060Q

Obor
Marketing a Obchod

Lokalita
Šanghaj

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Práce v kanceláři

Pracovní doba
Na plný úvazek

Kontakt
Brenda Luo

Právnícká osoba
ContiTrade Co., Ltd.

Váš profil

[Requirements]

- Bachelor degree or above
- 3 years+ experience in Automotive aftermarket industry will be preferred.
- Excellent communication skills

Co nabízíme

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