

Non-Tire Service Specialist

Your tasks

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



Job ID
REF100060Q

Field of work
Marketing and Sales

Location
Shanghai

Leadership level
Leading Self

Job flexibility
Onsite Job

Working time
Full Time

Contact
Brenda Luo

Legal Entity
ContiTrade Co., Ltd.

Your profile

[Requirements]

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

Our offer

您愿意与我们共同驾驭未来吗？即刻填写在线申请吧！

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