

# Non-Tire Service Specialist

## あなたの仕事内容

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



ジョブID  
**REF100060Q**

業務分野  
マーケティング&セールス

勤務地  
上海

リーダーシップレベル  
**Leading Self**

勤務に関する柔軟性  
**Onsite Job**

勤務時間  
フルタイム

連絡先  
**Brenda Luo**

法的事項  
**ContiTrade Co., Ltd.**

## あなたのプロフィール

### [Requirements]

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

## オファー

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