

Non-Tire Service Specialist

Responsabilități

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

ID poziție
Marketing & Vânzări

Domeniul de activitate
Shanghai

Nivelul de Leadership
Leading Self

Flexibilitatea programului de lucru
Onsite Job

Programul de lucru
Întreagă

Persoana de contact
Brenda Luo

Persoană juridică
ContiTrade Co., Ltd.

Cerințe

[Requirements]

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

Oferta noastră

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