

Non-Tire Service Specialist

工作职责

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



职位号码
REF100060Q

工作职能
市场营销与销售

所在地
上海市

领导力级别
个人贡献者

工作场所灵活度
现场办公

工作时间
全职

招聘专员
Brenda Luo

法律实体名称
ContiTrade Co., Ltd.

职位要求

[Requirements]

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

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