

销售助理 / Indoor Sales

Job Description:

1. Support and coordinate outdoor sales and line master with basing in the office.
2. FOB Sales lead follow up.
3. Assist line master for space control (booking confirmation, roll-over select etc.)
4. Rate checking and support filing if necessary.
5. Report conduct based on management enquiry.
6. Answer customer's general enquiry by telephone and email.

Qualifications:

1. College degree or above.
2. English workable, standard in spoken/ written English, above CET-4.
3. 1 year related working experience in logistics or shipping industries could be better.
4. Excellent Computer skills, experienced and knowledges on MS Office.
5. Strong presentation and communication skills.
6. Good attitude and willing to learn.
7. Able to work under pressure.