



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position: **Customer Service Junior**

Job Description (100 words):

- Prepare packing list and Pro-forma Invoice for Export;
- Be in contact with the logistic company;
- Preparation of documentation necessary for Export (E-form and Origin Certification);
- Follow up A/R for domestic business;
- Be in contact by phone/email/wechat with a few domestic customers and follow up their re-quests; manage the orders in our SAP system;
- All the calls are usually related to customer's request, for this reason it will be necessary answer office's phone directly and transfer to related colleagues when/if requested.
- Data management between SAP & Kingdee;
- Other tasks assigned by GM.

Job location: **Shanghai**

Type of job (full-time, part-time, internship): **Full-time**

Required experience: **Two years experience**

Starting date: **Now**

Salary (if indicated): **CNY 6,000.00 gross per month + Benefits**

Candidates' requirements (100 words)

- Can-do attitude;
- College degree or above;
- Fluent English.



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Company Information

Company Name: **Motovario Interantional Trading (Shanghai) Co., Ltd.**

Company Description (100 words):

Founded in 1965, we are an Italian company noted for excellence in transmission components. Over the decades we have transformed into a multinational company with a global presence. We study and produce transmission components that, thanks to our invert-ers, serve the mechanical and mechatronic needs of all industrial sectors.

Our company is formed by people and technology that turn thoughts into actions and power into movement.

A heart of production staffed by over 600 employees working at our various plants around the world.

Today, we are part of a solid group, TECO, that supports our growth and development.

www.motovario.com