



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

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Beijing Career Day, May 12th, 2018

Job Description

Position: Sales Administration

Job Description (100 words):

1. Sales Administration

- Coordinates the Back-office activities (inputs of orders, call center,)
- Manages its own samples inventory that it is used both for the office activity and with the purpose of supplying small samples of products to customers in coordination with Project Developers

2. CRM

- Coordinates all the activities in support of the commercial organization, keeping track of potential job orders/orders through a constantly updated CRM software
- Is responsible of the CRM database

Job location: Beijing

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

Required experience: no working experience

Starting date: Jun 2018

Salary (if indicated):

Candidate's Requirements (100 words)

1. With the economic, accounting and secretary major education background
2. Excellent verbal and written communication skills - able to interact effectively with domestic and international teammates.
3. Good learning ability, ability to independently study and solve problems independently
4. Fluent in written, listening & spoken English.



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Company Information

Company Name:

TARGETTI LIGHTING (BEIJING) CO., LTD

Company Description (100 words):

Born in Florence, Italy, in 1928, TARGETTI is one of the main players in the lighting market in Europe. the Company's story has been filled with successful innovations and acknowledgements in every field, record launches of products that marked a radical turning point for lighting systems, trail-blazing industrial strategies that anticipated the modern concepts of business culture, social responsibility and sustainable development.

TARGETTI's collections offer architects, lighting designers and corporate clients an extraordinarily wide range of products and services targeted on many different applications of indoor and outdoor lighting design. All its fixtures share the same values: performance, attention to detail, originality and sustainability.

In the 90 countries where TARGETTI operates, the Company is not just a supplier of fixtures but a partner capable of ensuring a decisive added value to every architectural concepts and marketing policies.