Alicat China Admin

Key Responsibilities:

1. Enter orders, follow up and maintain the orders and two ERP systems.

2. Communicate with production and shipping team about the lead time, order status

    and shipping dates.

3. Communicate with customers by emails and calls about the order status, service,

    payments, shipping and other requirements.

4. Support sales team with the contract relate works.

5. Assist the team about some other work if necessary.

Basic Qualifications

1. Strong communication skills.

2. Fluent in English (read and written)

3. Skilled in Microsoft office tools.

4. Be able to work under pressure.

5. Planning, self-managing, teamwork, keeping learning.

6. Be active in learning and communication.

7. Bachelor's degree and 2 years work experience are preferred.

8. Find problem and provide improving