

Marketing & Sales - Mandarin Speaker

The Universal Group has been developing several projects related to Social Media, along with solar energy and waste management.

We have an outstanding challenge for you, as Marketing & Sales - Mandarin Speaker for our group of companies in Portugal, in Porto area. You will be working closely with management to coordinate marketing and sales for the Chinese Market. This role requires excellent proofreading skills and attention to details.

Requirements:

- Be a proofing and copy editing rock star (Excelent mandarin writting skills are mandatory)
- Grammar, spelling, syntax and punctuation
- Help managing the company websites (in the chinese servers), posting regular updates and news
- Experience in Chinese Social Media, such as Weibo and Wechat (preferable)
- Knowledge of Microsoft;
- Knowledge of English;
- MANDATORY Fluent writing and oral in Chinese (Mandarin);
- Experience in customer service;
- Dynamism and ability to communicate.

Responsibilities:

- Experience in translating Mandarin-English and English-Mandarin;
- Managing Chinese Social Media
- Implementation and management WeChat Store
- Customer service (when needed)

Qualifications:

- Degree in Marketing, Communications, or related field required (preferably)
- Minimum 1+ year of related work experience required.
- Experience in digital marketing, content creation and advertising preferred
- Excellent copy writing and communication skills
- Must be a team-player and have a positive attitude
- Takes initiative and is proactive in problem-solving and taking ownership of a task

Type of contract:

- full time
- salary appropriate to the function
- possibility of career progression

Curriculums should be sent to this email : jobs@universalkraft.com