



The Soldering Co.

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CHINA PURCHASING ASSISTANT

JBC is a global company with over 90 years' experience at the technological forefront of the manufacturing of electronics soldering and rework tools. Our customers include some of the most important technological companies in the world, in the industrial sectors of ICT, Military, Automotive, Medical, etc. With Headquarter in Barcelona (Spain), it has different other subsidiaries around the World (México, China, Japan and India).

We are looking for an experienced administrative for the position of **Purchasing Assistant**.

Depending on the Purchase Manager will actively assist in the administrative purchases operations.

JOB DESCRIPTION:

Primary responsibilities and duties of the Inside Sales China will include:

- Administrative management of purchases.
- Input and follow-up orders.
- Shipment and logistics of orders.
- Research for potencial suppliers.

REQUIREMENTS, DESIRED SKILLS AND EXPERIENCE:

- Degree in Business Administration or equivalent
- A minimum of 2 years experience in Purchases Administration.
- Bilingual Chinese - Spanish.
- High level of English.
- Availability to travel.

WE OFFER:

- Remuneration according to experience and worth of the candidate
- Possibilities of professional as well as economic growth in the course of business acquiring new responsibilities.
- Full contract with a trial period of six months.
- The position is open for immediate hiring.
- Working time: From 7:00 to 15:20h

Applications for this job will be sent to the following email address: afernandez@jbc.es

For more information regarding JBC, visit: www.jbctools.com