

# Job Description

Founded in the year 2009, Neolith TheSize Surfaces is a young company with a great vocation for exporting and its directors' more than 40 years of experience in the natural stone sector.

In 2010, it launched its first slab under the Neolith® brand onto the market aiming to provide an innovative response to the architecture and interior design sectors. It was a new type of material with extraordinary characteristics which is appropriate for interiors and exteriors. Since then, TheSize has been consolidating itself in the world market with the Neolith® product as the pioneer and leading Sintered Stone Surface in its sector.

More recently, in the year 2014, TheSize launched Granith®, its new product line comprised of a collection of 12 natural granites in different finishes which is so singular and elegant, it transforms atmospheres into pure and exotic spaces with great visual force.

Thus, TheSize is reinforcing its passion for natural materials by presenting two major product categories: Neolith®, 100% natural Sintered Stone Surfaces and Granith, its select range of Natural Granites.

<https://www.neolith.com/en/about-neolith/>

Our Commercial Department for Export joins

2 BACK OFFICE ADMINISTRATIVE EXPORT (CHINA)

If you want to join a young, dynamic company with a great exporting vocation, this is your opportunity. You will be able to contribute with your knowledge and experience, and live the experience of an international expansion project.

The main responsibilities will be:

- Customers Support under China Branch instructions.
- Register customers' purchase orders, confirm availability and follow-up.
- Logistics and loading organization.
- Update the backlog.
- Invoicing and preparation of the specific documentation requested by destination.
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Job Requirement.

- We need a person with a sales oriented attitude and knowledge of export documentation.
- An advanced level of English is mandatory, it will be checked at the first interview.
- Experienced in similar job position almost 2 years.

Interested candidates, please apply through this link:

[https://jobs.neolith.com/s/request?Id=a1X08000005xFCB&language=en\\_US](https://jobs.neolith.com/s/request?Id=a1X08000005xFCB&language=en_US)

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Further information: [e.delossantos@neolith.com](mailto:e.delossantos@neolith.com) (Talent Acquisition Manager)