



The Soldering Co.

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INSIDE SALES CHINA

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 a experienced administrative of sales for the position of **Inside Sales China**

Depending on the Sales Manager, the Inside Sales will actively assist in the administrative sales operations, ensuring superior customer service with the continued sales growth. This role is relevant to enhance sales attending requirements of new and existing customers, working alongside the rest of the Japan team. Responsible for the tasks of the position as correspondence with customers, telephone assistance and commercial administrative work.

JOB DESCRIPTION:

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

- Administrative management of sales
- Support to the sales network
- Input and follow-up orders.
- Shipment and logistics of orders
- To attend customer inquiries and requests
- After-sales service coordination
- Payments management

REQUIREMENTS, DESIRED SKILLS AND EXPERIENCE:

- Degree in Business Administration or equivalent
- A minimum of 2 years experience in Sales Administration and/or Inside Sales.
- Bilingual Chinese - Spanish
- High level of English

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