



The Soldering Co.

C. Ramon i Cajal, 3 · 08750 Molins de Rei · +34 933 253 200 · jbctools@jbctools.com

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 an experienced administrative of sales for the position of Inside Sales China.

This person will assist the Sales Manager, and will actively participate 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 China team. Will also be responsible for the tasks of the position and the 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
- Attending 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 of experience in Sales Administration and/or Inside Sales
- Bilingual Chinese – Spanish
- High level of English

WE OFFER:

- Remuneration according to experience and growth of the candidate
- Possibilities of professional as well as economic growth in the course of business acquiring new responsibilities
- Full contract with a six months trial period
- The position is open for immediate hiring
- Working time: From 7.00 to 15.20h, Monday to Friday.



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Applications for this job will be sent to the following email address: osegura@jbctools.com

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