



**Camera di Commercio Italiana in Cina**  
中国意大利商会  
China-Italy Chamber of Commerce

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**Beijing Career Day, May 12<sup>th</sup>, 2019**

**Job Description**

**Position: Area manager assistant (Beijing)**

**Job Description:**

- Support the Area manager: communication with logistic department, orders, offers, events organization.
- Assisting customers whenever necessary and ensuring a consistent standard of customer service.
- Develop the channels of sales and marketing and maintaining an overall management style that follows the company best practices.

**Job location: Beijing**

**Type of job (full-time, part-time, internship): Full-time/Part-time**

**Required experience: NONE**

**Starting date: Immediately**

**Salary (if indicated): Salary to be negotiated based on candidate profile**

**Candidate's Requirements:**

- Chinese mother language. Basic English;
- Able to use Microsoft Office;
- Must be self-motivated, possess the desire for self-development and be a team player;
- Be dedicated to customer satisfaction and a great customer experience;
- Be a hard worker, be flexible about the hours and days of work and have the strong ability to perform under pressure.

**Company Information**

**Company Name: VM Fine Wines**

**Company Description:** Italian food and beverage company with office in Beijing, Guangzhou, Chengdu, Chongqing and Shanghai. Imports from Italy wines and liquors, represents 22 Italian wineries in the Chinese market.