



英语销售 English sales

岗位职责: Job description

1. 利用现有公司资源，开发和维护海外客户群;

Develop and maintain overseas customers.

2. 维持并改善与海外客户的商业关系，包括日常电邮及电话沟通;

Maintain and improve the business relationship with overseas customers, including daily email and telephone communication.

3. 制定商业计划，有序完成任务;

Develop business plan and orderly accomplish the task.

4. 根据目标，系统的完成海外客户的订单;

Complete the orders of overseas customers, according to objective.

5. 处理客户的投诉及建议。

Deal with customer complaints and suggestions.

任职资格: Qualifications

1. 流利的英语听说读写;

Fluent English in listening, speaking, reading and writing.

2. 良好的与客户交流沟通和谈判能力;

Good communication with the customer and capable of communication and negotiation.

3. 良好的组织能力，积极向上，能独立思考和工作，自信，兼有团队合作精神;

Good ability of organization, positive, thinking and working independently, self-confidence, have teamwork spirit.

4. 诚实刻苦，能承受较大工作压力。

Honesty and hard work, can work under great pressure.

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