



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce
Career Day 2020

Job Description

Position: **Assistant buyer intern**

Job Description (100 words):

- Assist sales manager and Italian purchasing department with the whole wine-importing procedure, including but not limited to product selection, label design, market price survey, document translation, winery presentation making, etc;
- Assist in maintaining communication with overseas office and cooperated partners;
- Assist sales with the customer communication and maintenance, and regularly update customers' feedback and requests;
- Other matters asked by leaders.

Job location: **Shanghai**

Type of job (full-time, part-time, internship): **Internship**

Required experience: **None**

Starting date: **Now**

Salary (if indicated): **To be discussed**

Candidates' requirements (100 words)

- Office software proficiency;
- Good working attitude and rapid learning ability;
- Organized, high self-conscious, able to work both individually and in a team;
- Fluent English both in writing and speaking;
- Working at least 3 days a week, prefer 5 days.



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Company Information

Company Name: **Shanghai Xing Que International Co., Ltd.**

Company Description (100 words):

Shanghai Xing Que International Co., Ltd is an Italian capital trading company which aims at bringing Italian culture and flavour to China. The main office is located in Shanghai. We focus on importing Italian gourmet products and wines. We take care of selection, international transport, customs clearance procedures, storage and distribution for each one of our products.