

Company Profile

公司简介

Margaret Steiff GmbH is a world-renowned manufacturer of collectibles, plush toys and children's clothing. The company was founded in the southern German town of Giengen in 1880. For more than 140 years, Steiff has been a model of high quality, first-class materials, perfect design and high safety standards. In 1880, when our founder Margaret Steiff made the elephant plush toy, it immediately won the children's love and laid the foundation for the company's development. Her guiding principle is "only the best is good enough for children". Today is still our company philosophy, which shapes our work and every product. In 1902, Margaret's nephew Richard invented the first joint bear, and soon adopted the world-famous name "Teddy Bear" inspired by Theodore Roosevelt and brought an international breakthrough for our Steiff brand. Today, Steiff sells well in more than 50 countries and regions around the world, and is welcomed and fascinated by families, children and collectors.

Margaret Steiff GmbH 是一家世界知名的收藏品、毛绒玩具和童装制造商。该公司于 1880 年在德国南部的京根镇成立。140 多年来，史戴芙（Steiff）一直是高品质、优选材料、精美设计和高安全标准的典范。1880 年，当我们的创始人 Margaret Steiff 制作大象毛绒玩具时，它立即赢得了孩子们的喜爱，并为公司的发展奠定了基础。她的指导原则是“对孩子来说，只有最好的才足够好”。今天仍然是我们的公司哲学，它塑造了我们的工作和每一种产品。1902 年，玛格丽特的侄子理查德发明了第一只关节可动的熊，并很快采用了受西奥多·罗斯福启发的世界著名名称“泰迪熊”，为我们的 Steiff 品牌带来了国际突破。如今，史戴芙（Steiff）在全球 50 多个国家和地区畅销，深受家庭、儿童和收藏家的欢迎和着迷。

Steiff has a sales history in China for more than 10 years, and our products are found in high-end mall in core cities such as Beijing and Shanghai. In order to further expand the Chinese market, Steiff China entity is gonging to be established in 2023 and is committed to the brand promotion, business development and customer service of Steiff brand in China.

史戴芙（Steiff）在中国有超过 10 年的销售历史，我们的产品遍布北京和上海等核心城市的高端商场。为了进一步扩大中国市场，史戴芙（Steiff）中国实体将于 2023 年成立，致力于史戴芙（Steiff）品牌在中国的品牌推广、业务发展和客户服务。

At Steiff, everyone is very important. The diverse and inclusive working environment and an equal and mutually supportive working atmosphere, so that your uniqueness can be fully respected and appreciated. As an important part of the international blueprint, we look forward to more like-minded and talented people working with us to build Steiff into a household brand in China and create happy memories for more families and users through our market insight and innovative products.

在史戴芙（Steiff），每个人都很重要。多元化和包容性的工作环境以及平等和相互支持的工作氛围，让您的独特性得到充分尊重和赞赏。作为国际蓝图的重要组成部分，我们期待更多志同道合、才华

横溢的人与我们合作，通过我们的市场洞察力和创新产品，将史戴芙（Steiff）打造成中国家喻户晓的品牌，为更多家庭和用户创造美好回忆。

Commercial Assistant

商务助理

Location: Beijing

Report to: Commercial & Brand Rep -China & New Markets NEA

Job description:

工作描述:

1. Assist in the customer management of various channels, including the review and filing of customer qualifications, track and follow up sign of sales contracts, update and safekeep of sales data.
协助各种渠道的客户管理，包括客户资质的审核和备案，销售合同的跟踪和跟进签订，销售数据的更新和保管。
2. Assist sales in collecting and processing customer orders, and complete necessary system operations.
协助销售收集和处理客户订单，并完成必要的系统操作。
3. Assist sales personnel in performing reconciliation with customers and managing accounts receivable.
协助销售人员与客户进行对账，管理应收账款。
4. Assist in the collection and analysis of sales data and provide monthly sales reports.
协助收集和分析销售数据，并提供月度销售报告。
5. Assist in participating in product display at customer stores.
协助参与客户商店的产品陈列。
6. Assist in the implementation of exhibitions and marketing activities.
协助实施展会和营销活动。
7. Familiar with the company's internal systems and ensure the compliance of all work operations.
熟悉公司内部制度，确保各项工作操作的合规性。
8. Other supporting work related to the marketing and sales.
其他与市场营销和销售相关的支持工作。

Requirements:

岗位要求

1. Bachelor's degree or above, English can be used as the working language, and fresh students are acceptable.
本科及以上学历，可使用英语作为工作语言，可接受应届生。
2. Proficient in using Excel, PPT, and other office software.
熟练使用 Excel、PPT 等办公软件。
3. Strong internal and external communication, coordination skills, pressure resistance, clear logical thinking.
4. 较强的内外沟通能力，协调能力强，抗压能力强，逻辑思维清晰。
5. Have a strong sense of responsibility and service awareness, rigorous and careful.
具有较强的责任心和服务意识，严谨细致。
6. Ability to follow up and handle multi line work simultaneously.
能够同时跟进和处理多线工作。
7. Quick learning ability and subjective initiative in work.
学习能力强，工作主动性强。

Applicants are requested to send their motivation letter, CV, and expected annual salary to Jacquelyn Li at jacquelynli@melchers.com.cn