

Company Profile

公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不来梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

美最时是一家跨国集团，在多个业务领域拥有广泛的服务范围和贸易专业知识。其服务覆盖整个价值链——从产品开发与制造，到销售、零售，再到市场营销和售后服务。高度多元化，在大中华区设有17多个分支机构，为机械和工业产品、医疗保健及零售领域的15个行业的客户提供服务。

To support our growth, we are looking for a:

为支持我们的发展，我们正在寻找一位：

E-Commerce Intern

Location: Shanghai

工作地点: 上海

Report to: E-Commerce Manager

Job Description:

岗位职责:

1. Tmall Store Operations: Familiarity and participation in daily operational activities of projects, including sales tracking, inventory management, finance bill, etc., to ensure smooth processes.

天猫店铺运营：熟悉并参与到天猫店铺的日常运营活动中，包括销售跟踪、库存管理、财务对账等，确保流程顺畅。

2. Communication and coordination: Supporting various communication needs of the project

team and facilitating interdepartmental coordination. Communication and coordination with external suppliers, such as TP companies.

沟通与协调：支持项目团队的内部部门的沟通，以及跨部门间的协调工作。与外部供应商，比如电商TP代运营公司的沟通与协调。

3. Assist in translating and localizing content between Chinese and English, ensuring alignment with brand voice.

协助团队完成中英文内容的翻译和本地化，确保内容符合品牌调性

4. Assist in operating and managing content on Xiaohongshu, Tmall, Douyin, and other platforms, understanding their basic operational logic.

协助运营公司在小红书、天猫、抖音等平台的内容，理解各平台的基础运营逻辑并参与执行。

5. Other e-commerce department-related matters requiring assistance

其他需要协助的电商部门相关事宜

Requirements:

任职要求:

1. Familiar with the basic operational logic of e-commerce platforms; prior internship experience in e-commerce companies or TP (Third-Party) service providers is preferred.
熟悉电商平台的基础运营逻辑，有电商公司/TP公司相关实习经验者优先。
2. Currently pursuing a master's degree; majors in E-commerce, Finance, Business Administration, or related fields are preferred.
研究生在读，电子商务/财务/工商管理等专业优先。
3. Proficient in Excel with strong data sensitivity.
熟练掌握EXCEL技能，对数据敏感。
4. Possesses English translation skills and is able to proficiently handle bilingual translation between Chinese and English.
具备英语翻译能力，能熟练处理中英文内容的互译。
5. Available to intern for at least 3 days per week, with an internship period of no

less than 3 months.

每周可实习至少3天，实习期不少于3个月。

6. Proactive, with excellent communication skills and a strong sense of teamwork.

积极主动，具备良好的沟通能力和团队合作精神。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang
at jojozhang@melchers.com.cn

申请人请将您的简历及期望薪酬发送至：jojozhang@melchers.com.cn