

**职位名称：CSR**

职位描述(Job Descriptions)：

1. University graduated and at least 3 years related working experience.
2. Have a thorough understanding of market discounts and pricing, calculating gross margins, determining selling price and documenting competitive information.
3. Having knowledge and experience on import process inclusive of (but not limited to) import duty & custom clearance
4. Mature and stable, proactive, open mind and good personality.

职位要求(Job Requirements)：

1. Quotation preparation/submittal, responding to internal and external customer inquiries-contract maintenance/administration, order processing/administration and interfacing between the customer and the plants;
2. Update the order intake and sales summary weekly & monthly basis;
3. Comply with all EHS rules, regulations and instructions given by the company
4. Keep record and file all documents related to individual order properly to ISO9001