

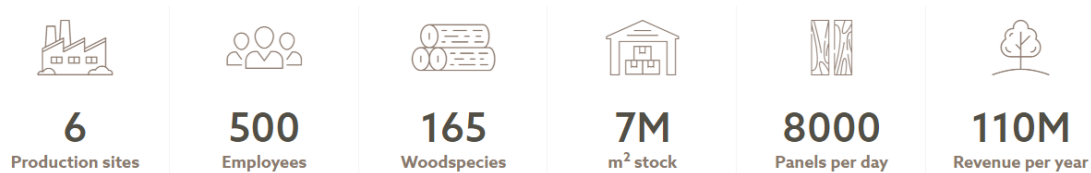
## Job Description

### Background

Decospan is a Belgian family business of four decades and is a European market leader in wood veneer processing. Decospan 是一家总部位于比利时的木皮开发商，对天然木皮有着相同的关注、理念和感受，它的可能性和对自然的关怀:创新和创造，同时尊重环境。

<https://www.decospan.com/en/wood-solutions/panels/>

### A few Numbers:



**Job title:** Marketing Manager/ Executive Assistant

**Reports to:** General Manager Decospan China Co. Ltd

**Location:** Jing'an, Shanghai, China

**Expected start date:** September 2019

### Responsibilities:

- Establish, build and maintain strong, long-lasting customer relationships
- Operate as the lead point of contact for any and all matters specific to customers
- \* Assist with translating texts from English to Mandarin
- \* Assist with calls and sales meetings held in Mandarin and translate them back to English
- Research, forecast and track key account and prospect metrics
- Identify and grow opportunities and collaborate with teams to ensure growth attainment
- Assist the supervisor with admin work
- \* Implementing digital marketing strategy
- Establish and manage the company's social media channels in China

### Requirements:

- Demonstrated ability to communicate, present and influence credibly and effectively at managers and directors of the organization
- Listening, negotiation and presentation skills
- Verbal and written communications skills, both in English as in Mandarin
- Professional experience and/ or education background in interior design or architect is a strong plus
- Bachelor degree or above

### Application:

Please email us your English and Chinese CV in MS Word format at

[liang@generatebvba.be](mailto:liang@generatebvba.be)