

# United Arab Emirates Jobs Expertini®

**Sales Administration (Mandarin speaking) | APRIL Dubai**

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Company: APRIL

Location: dubai

Category: other-general

Sales Administration (Mandarin speaking) | APRIL Dubai

Asia Pacific Resources International Limited (APRIL) Group is one of the largest, most technologically advanced and efficient makers of pulp and paper products in the world.

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Job Descriptions

Coordination with sales team and customers

Coordination with mill and logistics teams on shipment

Coordination with export team and warehouse

Prepare Order intake report and delivery report

Follow up and checking of Invoice and DO

Follow up payment from OA customers

Provide payment copy and documents related to finance team

Send invoice and DO to customer

Check inventory report from warehouse provider

Check material codes and volume loaded from the mill

Create PO using SAP and sending them to relevant teams

Check and confirm BL drafts for replenishment shipments

Assist customers on their queries/request related to their orders and required certificates

Assist warehouse providers on their queries related to stocks and deliveries

Requirements

Minimum Bachelor Degree OR 3 years of work experience, preferably in an International

Trading Company handling sales coordination or customer service.

Mandatory language fluency in English and Mandarin are required to be able to interact with Chinese speaking stakeholders.

Good communication skills.

Willing to work in Dubai and/or Currently based in Dubai.

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