

## Job Description

### Business Development Manager (China)

#### General Overview

To make sure the clients feel in control of the supply chain and confident in our abilities. Support business strategy development, planning and implementation together with the clients to achieve organization's objectives. To work closely with Sourcing Managers, Merchandisers, QC Department internally and the clients to achieve company's goals.

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#### KPIs

- Focus on growing and developing existing clients and working towards generating new business/opportunities within the existing accounts.
- Goal – to grow all existing customer business
- Enhance customer satisfaction and retention

#### Reports To:

- CEO
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#### Specific Duties

1. Responsible for the external communication and therefore for preventing miscommunications, managing the client's expectations and being the key interface between the client and other departments such as Sourcing Managers, Merchandisers.
2. Oversee the Merchandisers assigned to a particular account; serve as the main point of contact between the customer and relevant divisions (sales, QC, etc.)
3. Focus on growing and developing existing clients and working towards generating new business/opportunities within the existing accounts.
  - a. Take changing needs, tastes or preferences into account;
  - b. Carry out market analysis and research on the dynamics of an account; research current market trends to foresee how trends may affect the accounts;
  - c. Be able to give advice to clients regarding product options and maintain knowledge of new and existing products.
4. Track all stages of a client's orders, plans and schedules. Provide the opportunity to always be able to keep the client up to date.
5. Ensure all RFQ's are entered into Accelerator and properly managed
6. Goal – to grow all existing customer business by 25% annually with the drive from Sales and support from Merchandising.
7. Enhance customer satisfaction and retention.
8. Manage and solve any problems that arise, prevent problems by keeping contact of all clients and orders.

9. Product Management: Propose and facilitate timely introduction of new solutions, product upgrades through our supply chain to maintain our competitive and drive total solution / account strategy and growth.
  10. Hands-on and involved in all operational aspects of the business.
  11. Proactively drive both the customer relationships for increased business, and the merchandisers to achieve higher standards.
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### **Job Qualification**

**Education:** Bachelor or above

**Relevant Experience & Knowledge:**

- + Proven skill sets in Project Management / 3-5 years sourcing or merchandizing experience for oversea market
- + Good negotiation skills
- + Relationship building and effective communication skills both in English and Chinese
- + Project management, organization, coordination and strategic planning

**Basic Aptitude:**

- + Attention to details
- + Innovation in developing new opportunities.
- + Target oriented and enthusiastic
- + Logical and analytical thinking
- + Business focus

**Basic Skills:**

- + Familiar with MS-Office (Word, Excel, Outlook, PowerPoint).

**Location:**

Shanghai China

**Salary – Negotiable**

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