



## Sales Assistant CHINA (Remote / Part-Time) (m/f/d)

**Position:** Sales Assistant (m/f/d)

**Location:** Remote (preferably in Shanghai, but not required)

**Work Model:** Part-time / Mini-Job / Contract Work / Working Student

**Start:** Upon agreement

### About Us:

OMB Sales Management is a service provider for sales, trade, and consulting in international B2B business sectors. To support our Sales Office in China, we are looking for a motivated, communicative, and well-organized employee (m/f/d) to work remotely and part-time. This position offers a flexible working environment and the opportunity to be part of a dynamic, international team.

### Your Tasks:

- **Correspondence & Communication:** Handling emails and phone inquiries in Chinese and English (German is a plus)
- **Customer Support:** Processing commercial and/or technical inquiries
- **Meetings & Organization:** Planning and organizing Teams meetings
- **Quotation Preparation:** Drafting and managing customer quotations
- **Sales & Networking:** Communicating our service offerings by phone (during business hours) and via relevant platforms (LinkedIn, Alibaba, Baidu, or other networks)

## Your Profile:

- **Language Skills:** Fluent in Chinese and English, both written and spoken; German is a plus
- **Experience:** Initial experience in sales, customer support, or administrative assistance preferred, but not required
- **Technical Affinity:** Basic understanding of technical products or services is an advantage, but not mandatory
- **Independence:** Self-motivated and structured approach to working from home
- **Digital Skills:** Confident in using MS Office, Teams, LinkedIn, and other online platforms

## What We Offer:

- **Flexible Working Hours:** Schedule tailored to your personal availability, but partial daytime availability is expected
- **Remote Work:** Work from anywhere in China (preferably from Shanghai)
- **International Collaboration:** Be part of a global team
- **Career Opportunities:** : Initially limited contract, with potential for increased hours and further development within the company

## Application:

Please send your application (CV & short cover letter) by email to:

[renate.eckardt@omb-management.com](mailto:renate.eckardt@omb-management.com) .

We look forward to your application!



## 销售助理（中国区）远程/兼职（不限性别）

职位名称：销售助理（不限性别）

工作地点：远程办公（最好在上海，但不是必须）

工作模式：兼职 / 迷你工作 / 合同制 / 实习生

开始时间：面议

### 公司简介：

OMB 销售管理是一家服务于国际 B2B 领域的销售、贸易及咨询服务提供商。为了加强我们在中国的销售办公室，我们正在寻找一位积极主动、沟通能力强且组织能力出色的员工（不限性别），以远程兼职的方式加入我们的团队。此职位工作时间灵活，您将有机会融入一个充满活力的国际团队。

### 工作职责：

- 沟通与协调：以中文和英文处理电子邮件和电话咨询（懂德语更佳）
- 客户服务：处理商务和/或技术相关的客户咨询
- 会议组织：规划和安排 Teams 线上会议
- 报价制定：编写和管理客户报价单
- 销售与网络推广：通过电话（工作时间内）以及在相关平台（如 LinkedIn、Alibaba、百度或其他网络）宣传我们的服务

## 岗位要求：

- 语言能力：流利的中文和英文书写与口语能力，懂德语者优先
- 工作经验：有销售、客户服务或行政助理经验者优先，但非必要条件
- 技术理解力：对技术产品或服务有基本了解者优先，但不是必须
- 自我管理：能够独立、有条理地在家中开展工作
- 数字技能：熟练操作 MS Office、Teams、LinkedIn 等各类线上工具和平台

## 我们提供：

- 灵活工作时间：可根据个人时间安排工作，但需部分工作时间为日间可用
- 远程办公：可在任意地点工作（最好在上海）
- 国际化团队：加入一个全球化的协作团队
- 职业发展机会：初期为临时合同，但有机会扩展工作时间并在公司内获得进一步发展

## 申请方式：

请将您的简历及简短的求职信发送至 [renate.eckardt@omb-management.com](mailto:renate.eckardt@omb-management.com)。我们期待您的来信！