



常青图书 (英国) 有限公司

CYPRESS BOOK CO. (UK) LTD.

Unit 6, Provident Industrial Estate, Pump Lane

Hayes, London UB3 3NE, U.K.

Tel: 020 8453 0687 Fax: 02085611062

[Http://www.cypressbooks.com](http://www.cypressbooks.com) Email: info@cypressbooks.com

Product Development Assistant

Cypress Books is a UK based publisher and distributor established in 1984. As the UK's first and largest distributor of books, periodicals and cultural products about China, Cypress Books has been the main source for publications in many different fields such as Chinese language, literature, history, art, and traditional medicine, designed for people willing to learn more about one of the world's oldest civilizations. Cypress Books also serves markets in the Far East by exporting British and European publications, which is enhancing the cultural exchange between the two regions. Today, the company continues to grow and adapt to a new generation of readers and specialists. Cypress Books are currently looking for new employees to work in our office in Hayes (near Hayes & Harlington rail station).

Required to have passion for books and Chinese culture, applicants are expected to be market oriented and can offer best service to customers. You must be able to work closely with team members to develop our brand, expand the range of products, and achieve business target.

Key responsibilities:

- Source books, journals, art materials and other cultural products from China and different countries to fulfil wholesale, retail and online orders
- Analyze and control stock levels
- Work closely with current suppliers, update computer system efficiently with correct bibliographic data and availability status
- Make purchase decisions with suppliers, arrange appropriate shipping methods to meet order requirements, fulfil orders within the schedule and budget
- Receive and process arrivals efficiently, release outstanding orders, shelf stock; check supplier's invoices and submit to manager for payment
- Respond to enquiries in a friendly and efficient manner; provide daily updates on order status and expectations, ensuring that all priority orders are dealt with within the correct time limit
- Plan and organize promotional events together with sales colleagues
- Research and identify new products, explore potential suppliers, negotiate for the best terms and conditions; explore new range of products
- Assist the team members on preparation of promotional materials and presentation, and to attend marketing activities
- Work with the team members to achieve sales target and build strong customer relationships

Skills/Qualifications:



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We are looking for an applicant to be part of our small team with excellent communication skills, self-motivation, hardworking and capable of multi-tasking.

The main aim of a buyer is to help the business meet sales and revenue goals. She/he must design plans to achieve these goals and create strategies to combat potential revenue losses. The candidate for the position is required to possess organisation and administrative skills. Experience within the book industry would be an advantage but not compulsory.

Desirable skills:

- Educated to a degree or vocational qualification or equivalent
- Commercial awareness, interpersonal skills
- Experience or good understanding of procurement
- Office computer skills
- Excellent time management and organizational skills
- Strong attention to detail and good at solving problems
- Knowledge and passion of Chinese culture

Language Requirement: English and Chinese, knowledge of European languages will be a plus

Salary: Competitive. Based on experience and skills.

Please send a cover letter with your CV by email to: rujing@cypressbooks.com before 1 June 2017.