



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

Sales & Marketing 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:

- Research market, analysis demand, and plan sales & marketing activities
- Knowledge and passion of publication and cultural product; inform current and potential customers about company product and service according to customer preferences
- Communicate courteously with customers, maintain and improve customer relationship; pursue new clientele opportunities, update customer database
- Process orders, investigating and solving customers' problems; ensure that clients are satisfied with the company at all times and will bring in repeated business by resolving any outstanding issues
- Achieve sales target, preparing and analysis sales related reports, adjust and improve sales strategy; track sales & marketing expenses within budget
- Plan and attend marketing activities, prepare and distribute presentations and materials
- Work with the team to improve company brand image and market status; inform company new opportunities
- Carry out other reasonable management requests; help to accomplish company goals by completing all tasks as required
- 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.

- Educated to a degree or vocational qualification or equivalent
- Minimum of business English and Chinese, knowledge of additional European languages is a plus
- Experience or good understanding of sales & marketing
- Sales and communication skills, result-orientated and attention to detail, excellent customer service skills
- Office computer skills
- Business English and Chinese, knowledge of additional European languages is a plus
- Ability to undertake and exceed target revenue goals
- 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.