

**Great Industries Corp,  
2021 Elm Court,  
Ontario, CA 91761**

Position: Full-time Executive Assistant

Website: <http://www.greattwn.com.tw/>

**Summary:**

This is a great learning opportunity to work in Los Angeles office and bilingually working with clients in between Taiwan and United States. The applicant must be self motivated and able to manage multiple assignments from executive officer.

**Qualification:**

- Business related major.
- Bi-Lingual Ability. English and Mandarin Preferable.
- Excellent Oral and Written Communication Skill
- Must have sufficient computer knowledge and skill
- Related working experiences could be a plus.
- Excellent member and personal relationship skills; enthusiastic, detail oriented, hard working and pleasant attitude.

**Duties and Responsibilities:**

- Assisting Executive Officer to manage daily routine jobs consists of communicating with main office, factory, and customer house account to coordinate transactions, manage job detail and summarize daily activities.
- Manage customer's inquiries while customer service needs management decision.
- Monthly sales meeting preparation, coordinate with sales representative.
- Assist to setup and update sales policy and price list.
- Manage customer's claim and return issue.
- Searching and prepare marketing leads.
- Prepare catalog brochure, circulation letters.
- Tracing market job accomplishment and analysis.
- Assist to plan and control inventory.

- Setup inventory control sheet to view inventory status and to report item replenishment.
- Setup warehouse inventory storage layout for plant manager to execute warehousing job.
- Fabrication job daily monitoring and coordination
- Miscellaneous filling job or meeting setup.

Please email your resume, desirable salary and whatever necessary documents to [baceec@gmail.com](mailto:baceec@gmail.com) if interested.