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| Job Title: | Assistant Coordinator | Language(s) Required:  | Chinese (Mandarin),, English |
| Department/Group: | MILLERIA Limited | Will Train Applicant(s): | Yes. |
| Location: | Shenzhen | Travel Required: | Yes, Occasionally. |
| Salary Range: | Market Rate | Position Type: | Full Time |
| Posting Date posted: | 08/13/2012 | Posting Expires: |  |
| External posting URL: | Once you have edited your job description, [click here](http://clk.atdmt.com/MON/go/140269971/direct/01/) to post the job on Monster.com. |
| Internal posting URL: | www.milleria.com |
| Job Description | Serves customers and senior staff by scheduling and coordinating appointments; maintaining records and accounts; and by greeting and helping them |
| Responsibilities:* Obtains and secures revenue by collecting, controlling, recording/filing and updating customer charges, customer credits and other relevant financial information.
* Maintains customer accounts by obtaining, recording, and updating personal and financial information and ensures availability of customer’s information by filing and retrieving database records.
* Welcomes customers and senior staff in person and on the telephone and by promptly answering and referring inquiries.
* Comforts and satisfies customers and senior staff by answering questions and anticipating anxieties and helps customers and senior staff in distress by responding 24/7 to emergencies.
* Optimizes staff and office space utilization by scheduling appointments and maintains operations by following policies and procedures; reporting needed changes and ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides customers and senior staff's appointments on schedule by notifying staff of customer’s arrival, reminding and notifying customers and senior staff of delays and provides prompt and accurate information by answering questions and requests.
* Maintains the reception and business office area as well as office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Encodes processes and requirements by converting normative work flow information into explicit business processes and writes operating instructions for customer and staff.
* maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures and creates and revises routines and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Resolves administrative problems by communicating preparation of reports, analyzing data, and identifying solutions.
* Provides information by answering questions and requests.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

Skills/qualifications: * Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Territory Management, Market Knowledge, Presentation Skills, Energy Level, Meeting Sales Goals, Professionalism.
* Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication.
* Performance Management, Giving Feedback, Project Management, Coaching, Foster Teamwork, Supervision, Staffing, Business Knowledge, Technical Leadership, Technical Management, Vision
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