

## Company Profile

### 公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不来梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

美最时是一家跨国集团，在多个业务领域拥有广泛的服务范围和贸易专业知识。其服务覆盖整个价值链——从产品开发与制造，到销售、零售，再到市场营销和售后服务。高度多元化，在大中华区设有17多个分支机构，为机械和工业产品、医疗保健及零售领域的15个行业的客户提供服务。

To support our growth, we are looking for a:

为支持我们的发展，我们正在寻找一位：

## E-Commerce Intern

Location: Shanghai

工作地点: 上海

Report to: E-Commerce Manager

### Job Description:

#### 岗位职责:

1. Assistance in Daily Operations: Familiarity and participation in daily operational activities of projects, including sales tracking, inventory management, , etc., to ensure smooth processes.  
协助日常运营：熟悉并参与到项目的日常运营活动中，包括销售跟踪、库存管理等，确保流程顺畅。
2. Project Documentation Management: Maintaining all project-related documents, including

meeting minutes, progress reports, etc., ensuring timely updates and sharing of information.

项目文档管理：维护项目相关的所有文档，包括会议纪要、进度报告等，确保信息的及时更新与分享。

3. Communication and coordination: Supporting various communication needs of the project team and facilitating interdepartmental coordination. Communication and coordination with external suppliers, such as TP companies.

沟通与协调：支持项目团队的内部部门的沟通，以及跨部门间的协调工作。与外部供应商，比如TP代运营公司的沟通与协调。

4. Participation in Project Optimization: Proposing improvement suggestions based on daily work observations and feedback to enhance project efficiency and quality.

参与项目优化：通过日常工作的观察与反馈，提出改进建议，助力项目效率与质量的提升。

5. English translation work for some materials.

部分资料的英文书面翻译工作。

### **Requirements:**

#### **任职要求:**

1. E-commerce major will be perfect, marketing, international trade, business management can be secondary consideration.

本科在读，主修市场营销、国际贸易、企业管理专业，电子商务专业最佳。

2. The internship period is 2-6 months, at least 3 days per week.

实习周期：3-6个月。实习时间：每周保证3天以上。

3. Conscientious, diligent and good communicator is preferred.

细致认真、责任心强、踏实勤奋、善于沟通者优先。

4. Technical Skills: Proficient in MS Office/Office 365, especially Word, Excel, PowerPoint.

技术技能：精通MS Office/Office 365，尤其是Word、Excel、Powerpoint。

5. Fluent English will be a plus.

流利的英语是加分项。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang  
at [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)

申请人请将您的简历及期望薪酬发送至: [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)