

Request for Interns / 实习生招聘

Position / 职位:	Sales Admin / 销售支持	Qty of interns/ 需求人数:	1
Internship Period / 实习期限:	3 months / 3个月	Gender/ 性别:	Male / 男
Working Location / 工作地点:	广州市开发区科学城光谱西路TCL文化产业园办公楼4楼		
Remarks / 备注:	With shuttle bus / 有班车接送上下班		

Job Duties 工作职责	Item	Description
	1	Collect data, analyze market according to the assignment 根据委派任务, 收集数据及拟写市场分析报告
	2	Collect information of distribution system of our competitors (about Linear Motion and Assembly technologies) 搜集我司(线性传动与组装技术方面)竞争对手的分销系统信息
	3	According to the request, find out the potential customers 根据要求, 寻找潜在客户名单

Job Specification 要求	Item	Description	Requirement
	1	Educational Background 学历要求	Senior student of university with major in Mechanical 机械类专业大学高年级学生(应届毕业生)
	2	PC Skill 电脑技能	Excellent PC skill in Word, Excel and Powerpoint 电脑操作熟练, 熟悉Word, Excel和Powerpoint
	3	Foreign Language Skill 外语技能	Excellent English skill – reading and writing 英语读写能力良好
	4	Others 其他	Good analytical, positive, honest and responsible 分析能力好, 积极进取, 诚实, 有责任心

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Recruitment / 招聘单位	Shanghai Bosch Rexroth Hydraulics & Automation Ltd., Guangzhou Branch 上海博世力士乐液压及自动化有限公司广州分公司		