

**TRUMPF**



TRUMPF (China) Co., Ltd.  
No. 68, Nanjing East Rd, Taicang, Jiangsu Province, China

**Stellenbeschreibung fuer „Assistant to General  
Manager, Machine Tools“**

**TRUMPF (China) Co., Ltd.**

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**Subject: Job Description for the position “Assistant to General Manager, Machine Tools”**

**Working Location: Shanghai**

**On-board time: as soon as possible, expected in October 2009**

1. Work on a wide range of strategic projects;
2. Prepare analysis to better manage the sales and marketing function (including competitor analysis, analyzing market potention of products or industries, process improvements in the sales/order administration process, etc.);
3. Prepare documents for regular sales meetings (eg. annual sales review, features of new products or technologies etc.);
4. Create sales reporting documents;
5. Communicate with headquarter to support local sales processes;
6. Support/Implement customer survey and tracking follow-up actions;
7. Support organization of trade shows.

**Qualification:**

**Fluent English/German, excellent MS-Office skills (Excel, Powerpoint and Word), good communication skills, background of mechanical engineering.**

1. 参与涉及广泛的战略性项目
2. 准备各项分析以更好地管理销售及市场职能（包括竞争对手分析，分析产品及行业的市场潜力，销售及订单管理的流程改进等）；
3. 为日常销售会议准备文件（年度销售总结，新产品或新技术的特征等）；
4. 创建销售汇报文件；
5. 与德国总部联系，以支持本地销售过程；
6. 支持或实施客户调查并跟踪后续改善措施
7. 支持展会活动的组织。

**能力要求：流利的英语/德语，出色的 Office 软件技能(Excel, Powerpoint 以及 Word)，良好的沟通能力，机械制造背景。**

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