

**Positions:** Sales and Events Coordinator

**Location:** 10F., No. 433, Ruiguang Road, Neihu District, Taipei City, 114

**Hours:** Full Time

### **Company Background:**

Since 1983, Wonderland Group has remained devoted to the design, development, and manufacturing of baby products. As one of the leading manufacturers in the industry, Wonderland boasts superior techniques and R&D capabilities, which allows the Group to be recognized by international design awards frequently.

Wonderland currently has offices in the United States, the United Kingdom, Germany, Switzerland, Netherlands, Australia, Japan, Dubai, China, and Taiwan; the Group employs more than 13,000 employees worldwide. By constantly pursuing and upholding its leading industry status, Wonderland stands out in the industry with technological advantages and by listening carefully to the needs of our customers. The Group maintains close and stable relationships with customers, and it has helped Wonderland become one of the biggest manufacturers of nursery products.

### **Responsibilities:**

Principal Objective:

The principal objective of the Sales and Events Coordinator is to assist with the organization of our 3 to 4 main international shows each year. This includes hotel arrangement, travel and schedule coordination and food and beverage planning. Additionally, the sales assistant part of the job will include order processing, product or sales related requests from distributors, manage RMA issues and to enable the Global Sales team to fulfill and execute goals.

#### Major Duties and Responsibilities

##### 1.Event Planning

- Assist to plan three (3) to four (4) international events abroad per year
- Be responsible for the planning and execution of event related activities (travel arrangement, hotels, event planning, etc.)

- Finding and planning different dining options or catering solutions for our events
- Helping with customer arrangements when they visit our Taipei HQ
- Attending the events and being the go-to contact for any organizational queries or questions.
- Keeping management up to date on any developments

### 3.Sales

- Maintain relationship with distributors and subsidiaries (respond to inquiries and requests, provide accurate and accountable information or any necessary product-related materials)
- Handle the processing of orders with accuracy and timeliness, monitor shipments, payments, and orders volume in monthly perspective
- Handle with samples, giveaway, and material arrangement
- Assist with Sales team strategy implementation, product range expanding in assigned markets
- Follow up on new launched product and monitor market feedback
- Working with the new distributor(s) on brand launch and products presence in local market
- Monitor inventory level and place order timely to meet customers expectation
- Manage data accuracy and documentations (supply contracts, letters of authorization, homologation documents etc.)
- Provide reports and data analysis to upper management when needed
- Require ability to collaborate with cross departments (Product Management, Supply Chain, Marketing...etc.)
- Process RMA claims and product related enquiry

### **Requirements & Qualifications:**

#### **Experience & Education**

- One (1) year of sales related experience
- Experience with a multi-national company is preferable
- Experience in hotel event or sales department is preferable
- B.S. degree in Management, Administration or related field preferred

#### **Skills & Knowledge**

- Excellent interpersonal and customer service skills
- Strong multi-tasker being able to manage multiple priorities and deadlines with

accuracy

- Ability to work efficiently with both customers and internal team
- Must be detail-oriented, organized, and self-motivated with excellent time management capability
- Skilled in identifying customer needs
- Critical thinking and problem-solving mindset

### **Technology**

- Proficient in the MS Office Suite
- Familiar with SAP is a plus

### **Other**

- Travel: International business trips several times a year
- Language: English is a must, Mandarin and any other language is a plus
- Ability to work overtime when needed.

### **How to apply:**

Please email <mailto:jimmy.lin@wonderland.com.tw> if you are interested.