

Positions: Sales 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:

- Handle daily communication and requests from distributors or subsidiaries including:
- Order processing including shipping window, loading plan, vessel schedule and spare parts quotation.
- Financial issues, like payment follow up, credit limit management and audit arrangement.
- RMA claims and product related enquiry.
- Marketing support for samples, giveaway and material arrangement.
- Assist in maintaining the relationship between the company and distributors.
- Maintain data integrity and consistency for cross-department communication and document filing.
- Coordinate with Product Management team to ensure item meets official regulation and distributor request.
- Work with PM team for order note instruction, such as manual translation, labels, and

more

- Monitor inventory level for subsidiaries to ensure the demand be fully fulfilled.
- Adjust production capacity or batch to meet customer request.
- Coordinate with Supply Chain team to optimize inventory levels.
- Draw up requested agreement or announcement for Sales purpose.
- Handle assignments from supervisors.
- Coordinate everything related to travel, hotels, event planning, etc.

Requirements & Qualifications:

- Excellent interpersonal and business negotiation skills.
- Confident IT user and a critical thinker who is capable of working within timeline and budgets, and as a creative and analytical team player.
 - Strong multi-tasker being able to manage multiple priorities and deadlines with accuracy.
 - Ability to work collaboratively with distributors and internal departments to achieve sales goals.

How to apply:

Please email <mailto:yushan.chou@wonderland.com.tw> if you are interested.