

## 1. Customer Service

Job Description:

1. Arrange the customer's moving in and moving out.
2. Deal with the customer's any problems during living in.
3. Maintain the relationship between Maxxelli and customers and their companies.

Requirements:

1. Be steady and calm.
2. Be positive and can stand the pressure.
3. Be fluent in English, including oral and writing.
4. Be prior if you have any property management or any related experience.

## 2. Sales

Job Description:

1. Show clients properties and make deals.
2. City orientation.
3. Negotiate with the landlord / preparing contract / signing the contract.
4. Other office duties.
5. Assist other colleagues when they need help.

Requirements:

1. Two to three years of sales experience is preferred but not essential.
2. Having foreign work environment experience is a bonus.
3. Fluent spoken and written English.
4. Good knowledge of Office software.
5. Fast learner and open minded.
6. Can work under pressure.
7. Good communication skills.
8. A good team worker.

## 3. Operation/Account Manager

Job Description:

1. Plan, direct, and coordinate overall office operations and communicate between Chengdu Management Team and Maxxelli Shareholders.
2. Work with the Shareholders to put together defined goals and objectives and work with the management team and other staff members to help direct them to reach these goals and objectives.
3. Stay up to date with the latest trends in the industry and follow the market, looking for new opportunities.
4. Enforce current policies by making them clear to staff, formulate new policies as needed, and manage daily operations.
5. Collect, review, and/or follow up on all weekly and monthly reports due by various departments and forward to Shareholders as needed.

Requirements:

1. Two to three years management experience is preferred.
2. Having foreign work environment experience is a bonus.
3. Fluent spoken and written English.
4. Good knowledge of Office software.
5. Fast learner and open minded.
6. Good communication skills.
7. A good team worker.
8. Be steady and calm.
9. Be positive and can stand the pressure.
10. Have ability of good organization and leadership.

#### **4. Housing**

Job Description:

1. Meet Landlord & Take Photos.
2. After researching on compounds, make a simple report.
3. Deal with Emails and assist sales.
4. Search for new housing, manage housing database as well as upload photos on our website.
5. Confirm the properties which will be available in the next month.

Requirements:

1. 1-3 years' experience in Real Estate/Relocation.
2. Good knowledge of the leasing market.
3. Willing to learn and good team spirit.
4. Basic English skills.

#### **5. Accountant**

Job Description:

1. Check and verify payment requests.
2. T&E payment application checking and arrangement.
3. Vendor create/maintenance control.
4. Urgent payment control.
5. Design the efficient AP&AR work flow and cooperate with other Department.
6. Support monthly closing and do some reclassification accordingly if needed.
7. AR checking/reconciliation with landlord or bank.
8. Issue invoices to landlords.
9. Sales reconciliation.
10. Monitor and reconcile each AP&AR cycle to ensure that deadline is met and get the correct statistic information for each AP&AR cycle.
11. Prepare monthly AP&AR aging report to make sure sub-ledger AP&AR balance is reconciled; with GL AP&AR balance and follow up overdue items.

#### Requirements

1. University education background, bachelor degree above.
2. Well organized, mature, diligent and highly responsible.
3. Minimal 1 years of Finance or AR management experience.
4. Good knowledge of Chinese Accounting Regulation.
5. Attention to detail, good teamwork and communication skill.
6. Good computer skill, including Word, Excel, PowerPoint, etc.
7. Fluency in written and spoken English.

### **6. Marketing Specialist**

#### Job Description:

1. Branding and communication.
2. Design and implement the marketing promotion programs/ campaigns for the development of branding awareness in China.
3. Well communication with industrial association and related agency to conduct the related promotion events.
4. Maintain internal and external portal site and web-site, database management and updated and ensure the system with up-to-date.
5. Sales tools developing and reporting (printing materials, sales hands on book, catalogue, etc.)
6. Sales potential information gathering through 3rd vendor (RCC, website, industrial associate, etc.
7. Well supporting marketing team to execute assigned special tasks.

#### Requirements

1. Bachelor degree, major in marketing prefer.
2. English proficiency; Proficiency in MS Office word, excel, PPT Designing S/W, PS and InDesign is plus.
3. Well team work.
4. Good communication skill both internal and external.
5. Highly working self-motivation and with proactive mind-set.