



JLX International DMCC

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Job Title: Inquiry Coordinator

Monthly Salary: To be discuss upon Interview

Preferably: Female/ Male | below 40 Years Old | Chinese National

Requirements/Qualifications:

- Education. Any Related Education in Business or similar field.
- Experience: Min 1-2 Years relevant Experience
- IT Skills- Microsoft Word- Excel and Power point
- Ability to learn quickly, Accuracy, Attention to details, Sharp mind, Confidentiality.
- Good English verbal and written communication skills
- UAE Driving license is a plus

Duties and Responsibilities:

1. Use WeChat Operation System work application to Update Quotation status in Operation System and invoices received in Operation System.
2. Responsible for drafting documents like, quotation, delivery note, and proforma invoice.
3. Obtain and maintain proper files and documentation related to company, clients, and suppliers.
4. Communicate with all departments involved in completing quotations by requesting information to Procurement and Sales team pertaining to products/service specification, pricing, margin, and profit.
5. Administer orders/inquiries with special instructions and documentation requirements.
6. Conduct Market research and customer feedback analysis
7. Support the marketing team with planning, implementing, and monitoring marketing campaigns
8. Evaluate data and create reports on key metrics in order to monitor campaign efficiency and analyze trends.
9. Receiving requests and responding to inquiries from clients as instructed by the manager
10. Handle the inquiry received and making quotation as per marketing instructions.
11. Tender review and document prepare, clarification, tender delivery, follow up for achieving objective.
12. Having knowledge about the Inter-company transactions
13. Assist department by communication and coordination with other countries teams in Chinese including china, Iraq, Libya and Kuwait for all accounts related issues and get on time feedback and Reports. Perform role of bridge in reducing the gap of language barriers between different departments
14. Working along with higher management and reporting to management on frequently basis on various work-related areas.
15. All other Ad hoc duties assigned by management.

Email your application at cv@jlx-international.com

Please name your email subject with the following format:

“Position applied; Name; Years of work experience”

Example: Drilling Supervisor; Alfred Simpson; 7 Years as Drilling Engr.

Please attach CV in PDF format only.