

**Voelpker Chemical Additives (Shanghai) Co., Ltd.**

**富博克化工助剂（上海）有限公司**

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## Role: **Potential Junior Employee for Voelpker Shanghai**

**Company Introduction:** Voelpker Chemical Additives (Shanghai) Co., Ltd. (富博克化工助剂（上海）有限公司) is a young but fully registered and operational Shanghai company that is the daughter company of VÖLPKER SPEZIALPRODUKTE GMBH in Germany which is a medium-sized, family business with almost 125 years of production history and has grown to now become an internationally renowned manufacturer and supplier of specialty products.

The parent company has systematically developed into an internationally esteemed manufacturer and supplier of specialty products by continuously growing its know-how base and is represented in China by Voelpker Chemical Additives (Shanghai) Co., Ltd.

Established in early 2024, Voelpker Chemical Additives (Shanghai) Co., Ltd. is amongst other activities, active in the importing, selling and transporting of products produced by its parent company in Germany.

### Roles and Responsibilities of the candidate:

#### **Administrative duties** which would include:

- Banking
- Invoicing
- Assisting with company fapiao
- Arranging couriers etc.

#### **Marketing duties:**

- Search for potential new customers for Voelpker's CEVO range
- Facilitate meetings with potential new customers in China
- Manage potential online Chinese platforms for Voelpker products

### Candidate requirements:

- University Graduate
- Good command of written English
- Good communicational skills in English and Chinese
- Previous working experience working for international company is a plus

Candidate would be reporting to: China Chief Representative (based in Shanghai)