



Steel for the Cutting Tool Industry

Operations Officer

BESTAR Steel Limited is part of the BESTAR Steel Group a global steel service center headquartered in Germany. BESTAR was founded in 1978 and has been a supplier of specialty steel to the industrial cutting tool, saw and knife industry ever since. BESTAR is privately held and employs about 70 people at its locations in Remscheid (Germany), Atlanta (USA) and Hong Kong.

We have an immediate opening in our **Hong Kong office** for a smart, enthusiastic and detail-minded individual for an

Operations Officer

Please find details on the following page.

Interested candidates, please e-mail your full resume with current salary, expected salary and availability to jobs.hk@bestar-steel.com.

BESTAR STEEL LIMITED

14/F | China Hong Kong Tower | 8 Hennessy Road | Wan Chai | Hong Kong
Phone: +852-8120-3100 | Fax: +852-3070-7300 | eMail: info.hk@BESTAR-STEEL.com

Responsibilities:

- Support sales team:
 - answering customer emails and enquiries
 - prepare quotations
- Support order management
 - process orders in ERP system and send confirmations to customers
 - Prepare invoices and shipping documents on import and export, L/C and bank documents
- Liaise with customers, suppliers and international colleagues to ensure smooth daily operations
- Assist General Manager for ad-hoc projects
- General administrative duties

Qualifications:

- Higher education diploma holder or above in logistics, supply chain or related disciplines
- 5+ years working experience in steel/logistics industry is preferred
- High proficiency on professional computer applications
- Strong communication and interpersonal skills
- Highly motivated and self-driven
- Organized, attention to detail and able to work independently under pressure
- Good command of English, Chinese and Putonghua

We are offering attractive remuneration in an international and diversified working environment.

Benefits & Others

Five-day work week, performance bonus, transportation allowance, travel allowance

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