**Nigeria Recruitment**

**Position: Trade Business Assistant**

**Job Description:**

1. **Help manager to translate and handle related orders.**
2. **Responsible for the development and maintenance of the market and customers.**
3. **Search and contact local customers to negotiate trade terms, confirm orders, and sign contracts, etc.**
4. **Deal with the feedback and complaints from the customers timely and effectively.**

**Position requirements:**

1. **English speaking and writing are fluent and necessary. (must)**
2. **No gender limited, have team working spirit and strong sense of responsibility.**
3. **Like to work, integrity, a strong sense of professionalism and responsibility.**
4. **Good at learning and communicating, with teamwork and positive attitude (very important).**

**Working place: Lagos Nigeria**

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