

Account Executive – Chino, CA

5/19/2022 | Sales | External | Full Time

- Communicating with customers to ensure that all of their needs are understood and addressed
- Building strong customer relationships to maintain old business and acquire new customers
- Collaborating with various internal departments to ensure that they fulfill all customer requests
- Acting as the customer's representative in a firm to ensure that their demands are met with a focus on improving the customer experience
- Collecting and analyzing data to improve customers' demands and needs
- Generating sales reports included sales performance, sales decline, product/item analysis, and back order analysis report, etc.
- Providing workable territory sales strategies to upper management

Product Specialist – Chino, CA

5/19/2022 | Product Dept. | Full Time

- Communicating with factory to ensure product specs are all current
- Suggest to factory to develop new product periodically
- Collaborating with various market studies to support the product development
- Collecting and analyzing sales data to improve estimate market demand on each product
- Assist and support factory to inspect product defect return and root cause (if applicable)

Human Resource Administrator – Chino, CA

5/19/2022 | HR Dept. | Full Time

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and conduct orientation
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations