

## Company Profile

### 公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不莱梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

美最时是一家跨国集团，在多个业务领域拥有广泛的服务范围和贸易专业知识。其服务覆盖整个价值链——从产品开发与制造，到销售、零售，再到市场营销和售后服务。高度多元化，在大中华区设有 17 多个分支机构，为机械和工业产品、医疗保健及零售领域的 15 个行业的客户提供服务。

To support our growth, we are looking for a:

为支持我们的发展，我们正在寻找一位：

## E-Commerce Intern

Location: Shanghai

工作地点: 上海

Report to: E-Commerce Manager

### Job Description:

#### 岗位职责:

1. Tmall Store Operations: Familiarity and participation in daily operational activities of projects, including sales tracking, inventory management, finance bill, etc., to ensure smooth processes.  
天猫店铺运营：熟悉并参与到天猫店铺的日常运营活动中，包括销售跟踪、库存管理、财务对账等，确保流程顺畅。
2. Communication and coordination: Supporting various communication needs of the project

team and facilitating interdepartmental coordination. Communication and coordination with external suppliers, such as TP companies.

沟通与协调：支持项目团队的内部部门的沟通，以及跨部门间的协调工作。与外部供应商，比如电商 TP 代运营公司的沟通与协调。

3. Assist in operating and managing content on Xiaohongshu, Tmall, Douyin, and other platforms, understanding their basic operational logic.

协助运营公司在小红书、天猫、抖音等平台的内容，理解各平台的基础运营逻辑并参与执行。

4. Participate in editing, publishing, and promoting social media content, and support the development of creative content strategies.

参与社交媒体内容的编辑、发布和推广，协助策划创意内容方案。

5. Monitor trends and activities of fashion KOLs on social media, supporting analysis for potential collaboration opportunities.

关注社交媒体时尚类 KOL 动态，协助分析 KOL 合作机会和趋势。

6. Assist in translating and localizing content between Chinese and English, ensuring alignment with brand voice.

协助团队完成中英文内容的翻译和本地化，确保内容符合品牌调性。

7. Other e-commerce department-related matters requiring assistance.

其他需要协助的电商部门相关事宜。

### **Requirements:**

#### **任职要求:**

1. Familiarity with the basic operational mechanics of EC/Social media. Prior experience is a plus.

熟悉电商 / 社媒平台的基础运营逻辑，有相关经验者优先。

2. Strong content editing and strategy planning skills, with the ability to create basic content independently.

具备良好的内容编辑和方案策划能力，能够独立完成基础内容创作。

3. Excellent English translation skills, capable of handling bilingual content accurately.

具备英语翻译能力，能熟练处理中英文内容的互译。

4. Proactive, with strong communication skills and a collaborative mindset.

积极主动，具备良好的沟通能力和团队合作精神。

5. Available to work at least 3 days per week for a minimum of 3 months.

每周可实习至少 3 天，实习期不少于 3 个月。

6. Junior/Senior year of undergraduate studies, or currently a postgraduate.

大学本科大三 / 大四，或研究生在读。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang at [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)

申请人请将您的简历及期望薪酬发送至：[jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)