

## Recruitment for a sales and commercial coordinator

Hilong Group of Companies is one of the few enterprises in the world, which has the full production chain, in manufacturing the tubular goods for petroleum and natural gas industry. The Group has more than 20 subsidiaries, which involve drilling tools, OCTG, steel rolling, coating materials, hard banding wires, international trade and etc.

Hilong Petropipe Co., Ltd which is located at Nisku, Leduc, Alberta is one of subsidiary companies of Hilong Group of Companies. Hilong Petropipe Co., Ltd provides drilling tools (drill pipe, HWDP, drill collar), internal plastic coating, hard banding wire and application to the local drilling contractors. Due to rapid business expansion, we are seeking a sales and commercial coordinator which the main responsibilities as follows :

- Drilling tools selling, including quote preparation , order processing (sales and purchase orders), co-ordination with head office, other depts. and subsidiary companies, clients, distributors. Report the clients demands to the manager in charge and head office.
- Collecting market information, make market analysis for head quarter reference and decision making purpose.
- Contact broker, shipping lines and relative government agencies for customs clearance issues.

Requirements for the applicants:

- Graduate major in one of the following subjects are preferred: international trade, marketing, petroleum machinery. Engineering background is a plus.
- At least 1 year similar experience.
- Good social and communication skills, open-minded, honest.
- A strong desire to learn new products and technologies .
- Ability to work in team under pressure and willingness to travel.
- Accuracy in work, good use of MS Office applications.
- Good knowledge of English, good Chinese is a plus.

Job location: Leduc-Nisku Business Area, Alberta.

The probation period for the applicant who get work offer is 3 month, if the applicant is qualified after 3 months' probation period, his salary and terms of employment will go along with the position and performance in his probation period. The interested applicants may send the resume with your salary expectation, transcript and graduation certificates to [tony.wang@hilonggroup.com](mailto:tony.wang@hilonggroup.com).

Validity: August 30, 2011.