

## Futai, Inc. (USA)

Futai, Inc. (USA) supplies umbrellas under the Rainkist, Leighton, and Tina T brand names. The company was incorporated in 1991 and is based in Edison, New Jersey.

**Job Title:** Customer Service Representative / Logistics Coordinator

**Job Location:** Edison, NJ

### Responsibilities:

- Gain knowledge of product lines
- Prepare quotations
- Processed and fulfill customer orders
- Interact/respond customer's inquiry
- Coordinate shipments on customer's orders
- Data entry and maintenance
- Attend and assist trade shows when needed
- Processed purchase orders to the suppliers
- Any other tasks as necessary/ adhoc projects

### Qualifications and Skills:

- College degree is required
- Ability to communicate clearly in both verbal and written form
- Proficient with computers and software packages (Excel, Outlook, Word)
- Organizational and follow-up skills
- Able to interact with all levels of management team player
- Able to work override when needed
- E-commerce/EDI experience is a plus
- Fluent in Chinese is a plus

Please submit your resume to: [hr@futaiusa.com](mailto:hr@futaiusa.com)