



ROOTS BC COMPANY LTD

Job Offer – Sales Assistant

Company Overview

Roots BC Company Ltd. is a leading international food trading company with team members based in Taipei, Vietnam, and Argentina. We specialize in the sourcing and distribution of high-quality food products across global markets.

This is a mostly online position, with weekly team meetings every Monday and occasional in-person check-ins with your manager. A dedicated coworking space near Da'an Park will be available for you to work and attend meetings when necessary.

Position Title

Sales Assistant

Location

Taipei, Taiwan (Remote + Da'an coworking space)

Schedule

- Full-time: 10:00–16:30, Monday to Friday
- Part-time: Flexible, based on availability

Key Responsibilities

- Assisting with B2B sales operations and follow-up with both local and international clients.
- Preparing and organizing commercial documents such as Sales Confirmations, Proforma Invoices, Commercial Invoices, and Packing Lists.
- Communicating with clients, suppliers, and partners via email, Line, and phone in both Mandarin and English.
- Coordinating shipments and liaising with suppliers and freight forwarders.
- Conducting market research and identifying potential new importers.
- Supporting participation in trade fairs, business meetings, and local work trips across Taiwan.
- Collaborating on internal workflow improvement projects.
- Creating basic marketing materials (brochures, catalogs, and presentations).
- Assisting in updating website and digital content.

Candidate Requirements

- Fluent in Mandarin and intermediate to advanced English proficiency.
- Excellent communication and professional writing skills.

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- Proficient in Microsoft Office, Google Workspace; familiarity with design tools (e.g., Canva) is a plus.
- Highly responsible, detail-oriented, and proactive.
- Comfortable working in a fast-paced, international, and multitasking environment.
- Educational background in International Trade, Business, Administration, Marketing, or related fields preferred.

Compensation

- Full-time position: 33,000 NTD/month
- Part-time position: 220 NTD/hour

Performance Bonus System

Earn sales commissions for every container sold to a new client you bring and confirm:

- 🟢 USD 200 per container (clients based in Taiwan)
- 🌐 USD 350 per container (clients outside Taiwan)

This commission applies to every container sold to that client while you remain employed at Roots BC Company Ltd., with no expiration.

Monthly commission cap: up to USD 4,000.

Benefits

- 14 paid vacation days per year
- Opportunities to grow within a dynamic and international team
- Participation in local food exhibitions and networking events

If you are interested, please send an email to:
tomasbianchi@rootscomp.net