

The company we are

Herbalife is a global nutrition & lifestyle company that provides high-quality, science-backed products and programs offered by a network of Independent Distributors. Since 1980, our team has expanded worldwide to more than 90 countries and become the #1 brand in the world in active and lifestyle nutrition. *Together, we encourage everyone to live healthier and more active lifestyle through coaching and supportive communities.

Name of opening position: Coordinator, Business Methods & Growth Strategies – Taiwan

Responsibilities:

- Act as a liaison between the Asia Pacific Sales team and various committee members and interpreters to conduct regular or ad-hoc calls/meetings.
- Assist in translating/proofreading sales/business information from English to Mandarin and prepare flyers for member communication, which should be of good quality.
- Coordinate sales training materials and translations that are currently in use to help members move to the next level and build significant sales growth.
- Start the initial sales promotion scheme or campaigns to enhance sales metrics.
- Keep track of budgets, payments, and reporting for programs and campaigns.
- Collaborate with the in-house legal and compliance teams to handle the sales team's communication materials, which includes asset and content distribution.
- Assist with the operations and processes of the sales team. Provide support for physical and virtual event executions, live streams, and other related sales activities.

Qualifications:

- Bachelor degree;
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Self-starter and possess the ability to multitask and work effectively in a fast-paced environment.
- Good project management and organizational skills with the ability to multitask, schedule, and plan across multiple ongoing projects.
- Disciplined and highly motivated performer.
- Fluent in speaking, reading, and writing English.
- Proficient in writing, verbal communication, and interpersonal skills. This should include good editing, grammar, and proofreading skills.
- Ability to organize, prioritize workload, and meet deadlines for effective implementation.
- Customer-oriented, result-driven and good time management.

Please send your resumes (in English and Chinese) to aliceyi@herbalife.com by March 10, 2025. Thank you.