

库房主管

Warehouse Supervisor

Location: Beijing

Starting date: ASAP

Profile: Local

主要职责

Key Responsibilities:

1. 制定库房日常管理制度及作业流程，结合生产特点，优化库房分区、物料摆放规范，确保库房整洁有序，符合精密部件存储要求。

Formulate daily warehouse management systems and operation processes, optimize warehouse zoning and material placement standards according to the characteristics of products, ensure the warehouse is clean and orderly, and meet the storage requirements of precision components.

2. 负责设备、配套部件及生产辅料的出入库审核，监督库管员做好出入库记录、台账登记，核对物料规格、数量与单据一致性，确保出入库精准无误，贴合非标生产物料领用、成品入库需求。

Responsible for the review of inbound and outbound of equipment, supporting components and production auxiliary materials, supervise the Warehouse Keeper to complete inbound and outbound records and account registration, verify the consistency of material specifications, quantities and documents, ensure accurate inbound and outbound, and meet the needs of material collection and finished product warehousing for non-standard production.

3. 定期组织库管员开展库存盘点（月度、季度、年度），排查库存差异，分析差异原因并制定整改措施，上报生产经理审核。

Regularly organize the Warehouse Keeper to conduct inventory checks (monthly, quarterly, annual), investigate inventory differences, analyze the causes and formulate rectification measures, and submit them to the Production Manager for review.

4. 管控库存水平，优化库存结构，防范非标物料积压、短缺风险，确保库存数据真实准确，定期向生产经理提交库存报表及库存分析报告。

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Control inventory levels, optimize inventory structure, prevent the risk of overstock and shortage of non-standard materials, ensure the authenticity and accuracy of inventory data, and regularly submit inventory reports and inventory analysis reports to the Production Manager.

- 负责库管员的日常管理、工作安排、技能培训及绩效考核，指导库管员规范开展库房工作，纠正违规操作，提升工作效率；及时了解下属工作状态，协调解决工作难点，向生产经理汇报下属工作情况及管理建议。

Responsible for the daily management, work arrangement, skill training and performance appraisal of Warehouse Keeper, guide the Warehouse Keeper to carry out warehouse work standardize, correct irregular operations and improve work efficiency; timely understand the work status of subordinates, coordinate and solve work difficulties, and report the work status of subordinates and management suggestions to the Production Manager.

- 配合生产车间做好生产物料的调配、发放，确保物料及时供应，保障生产进度；对接采购、生产部门，反馈物料到货、库存短缺及积压情况，协同推进问题解决；定期向生产经理汇报库房运营、出入库、库存、下属管理等情况，落实生产经理部署的各项工作任务。

Production Collaboration and Reporting: Cooperate with the production workshop to allocate and issue production materials to ensure timely material supply and production progress; connect with the procurement and production departments, feedback material arrival, inventory shortage and overstock, and coordinate to promote problem solving; regularly report the warehouse operation, inbound and outbound, inventory, subordinate management and other situations to the Production Manager, and implement various work tasks arranged by the Production Manager.

- 负责库房物料（尤其是精密部件）的防护管理，落实防潮、防尘、防损坏措施，避免物料损耗；规范库房安全管理，排查安全隐患，确保库房及物料安全；做好库房相关单据、台账的归档管理，确保可追溯，符合公司合规要求。

Responsible for the protection management of warehouse materials (especially precision components), implement moisture-proof, dust-proof and damage-proof measures to avoid material loss; standardize warehouse safety management, investigate potential safety hazards, and ensure the safety of the warehouse and materials; do a good job in the filing management of relevant warehouse documents and ledgers to ensure traceability and meet the company's compliance requirements.

- 制定或完善准确的仓库管理制度与操作规范; 完成直属上级交办的其他各项工作。
Set or improve correct Warehouse Management regulations and practices. Execute any other task given by direct leader.

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任职要求

Qualifications:

1. 本科及以上学历，物流、机械、电子、质量工程等相关工科专业优先，了解设备生产逻辑，3-5 年相关工作经验。
 Bachelor's degree or above, major in logistics, mechanical engineering, electronics, quality engineering and other related engineering majors is preferred; understanding of the production logic of equipment. 3-5 years of related working experiences.
2. 普通话标准，掌握基本的商务礼仪，熟练运用常用质量工具，熟悉 ISO9001 体系，掌握精密检测设备使用方法，能处理非标质量数据、编制汇报报表。
 Fluent Mandarin and mastery of basic business etiquette. Professional Skills: Proficient in using common quality tools, familiar with ISO9001 system, master the use of precision testing equipment, and able to process non-standard quality data and compile report forms.
3. 逻辑清晰，具备问题解决、跨部门沟通及高效执行力，能精准向生产经理汇报工作，可承受非标生产工作压力。
 Clear logic, strong problem-solving ability, cross-departmental communication ability and efficient execution; able to accurately report work to the Production Manager and withstand the work pressure of non-standard production.
4. 能够适应车间工作环境，吃苦耐劳，配合质量经理共同参与提升仓库管理水平，无相关职业禁忌，持有相关质量证书者优先。
 Environment Adaptability: Able to adapt to the workshop working environment, hard-working, cooperate and participate improve overall quality of warehouse management together with Quality Manager, and no relevant occupational taboos.
5. 勤奋敬业、为人随和、良好团队合作精神、无不良记录，具有较强的保密意识。
 Diligent and dedicated, easy-going, with a good team spirit, no negative records, and a strong sense of confidentiality.
6. 熟练使用 Office 办公软件。
 Proficient in using Office software.

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投递方式

Application:

请将中英文简历及动机信发送至

Please send your Chinese and English CV and cover letter to

Bj-hr@ccifc.org



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