

Operation Planning and Project manager

运营计划和项目管理经理

Location: Shanghai

Company

Our client is a well-known French company in Chemical field and provides environmental friendly high-tech Soldering, Cleaning and Coating solutions for Electronic, Semiconductor, Auto and Industrial applications.

Job Responsibilities:

工作职责

- **Customer Order/Forecast Delivery Planning**

客户交付计划管理

- Monthly verify running 4 weeks, 12weeks, 12 months sales Forecast /sales order delivery schedule, timely check delivery demand status, gap analysis
月度定期核查销售 FCS 和订单 SO 滚动 12 周需求的计划，及时确认交付需求状态，分析计划的变化
- Assist customer care for delivery information release and system data processing and input the FCST information data. Draft Delivery Plan per raw material status and production capacity
协助客服专员进行发货信息发布和系统数据处理, FCST 数据的系统输入。根据物料到货和产能，指定初步交付计划
- Transfer customer Order/Forecast to delivery demand analysis, Monthly delivery KPI On-Time-Delivery Performance analysis
定期客户销售预算和客户销售订单交付需求分析, 交付 KPI 分析
- Communicate with departments and support the commitment of delivery, Support customer care communicate with sales regarding delivery Resolve big customer complaints and critical issues regarding the delivery
协调相关部门支持客户交付承诺的完成，支持客服专员和销售的订单交付沟通
- Resolve big customer complaints and critical issues regarding the delivery
协调解决大客户交付问题

- **Material Purchasing Delivery Planning**

物料采购计划管理

- Monthly verify running 4 weeks,12weeks, 12 months raw material purchasing schedule, timely check raw material delivery status, gap analysis
月度定期核查滚动 12 周需求的物料需求采购计划，及时确认物料到货状态,分析计划的变化
- Working together with Purchasing and Production to ensure material purchase request is accurate, supplier delivery plan and production plan can meet customer demand, Track critical material delivery status

协同采购部和生产部确认物料采购到货计划和生产计划满足客户交货需求,及时跟踪关键物料交付状态

- Working together with Purchasing for supplier delivery consolidation planning
协同采购部门一起做好供应商交付集中定期计划

- **Project Management**

- 项目管理**

- Full support Group EEP project implementation and upgrading (JDE V2 including transport, MRP, ...)

支持协调集团 EPR 项目的实施和升级 (JDE/MPR)

- Assist subsidiary director to establish and improve the relevant rules and work process of departments, and supervise the implementation. Participate in the formulation of work plans and objectives of departments

协助分公司负责人建立和完善各部门相关规章制度和 workflows, 并监督执行;
参与制定各部门的工作规划和目标

- Assist subsidiary director for company and Group project follow up
协助分公司负责人根据公司和集团项目的跟踪

Requirements:

要求:

- Bachelor or Master degree, at least 5 years related work experience
大学本科以上学历, 五年以上工作经验
- Experience in planning and delivery management of EMS industry, customer care or project management experience is a plus
具有EMS 行业计划和交付管理经验, 有客服或项目管理经验更佳
- Excellent command of English language.
良好的英文读写能力和口语沟通能力
- Strong data analysis ability, proficient in using office software
数据分析能力强, 能熟练使用office 软件
- Familiar with ERP systems
具有使用过不同ERP 系统经验优先
- Good communication skills
良好的沟通能力;
- Good analysis
良好的分析能力;
- Good risk prevention
良好的风险防范能力;
- Good problem-solving skills
良好的解决问题能力;
- Good sense of responsibility and good teamwork spirit.
良好的责任意识 and 团队合作精神

Please send your resume to: sh-recruitment@ccifc.org

