

## Supply Chain Analyst

**Location:** Guangzhou-Panyu

**Sector:** packaging & cosmetics

**Starting date:** ASAP

**Report to:** Supply Chain Manager

**Job Reference :** CDS-2024-001

### ABOUT THE COMPANY

Our client creates and manufactures full-service beauty solutions in the areas of colour cosmetics, personal care, home care, accessories and Gift, as well as made-to-measure promotional items for the airline industry. They are represented worldwide, with headquarters located in Europe, North America and Asia. Their global production facilities and manufacturing partners make it possible to offer the full spectrum of packaging solutions.

### MISSION

Our client is currently looking for a Supply Chain Analyst to join their team who will oversee and manage all aspects of the order-to-cash flow process. This role will work cross-functionally with departments to ensure all orders are delivered in accordance with the customer's expectations. You'll have the opportunity to dive into data analysis and make an impact by implementing process improvements.

### RESPONSIBILITIES

- Manage communication with suppliers and customers to ensure orders are produced and delivered as per the client's expectations
- Manage all processes within order-to-cash flow including order processing, logistics, inventory management and invoicing
- Master Data Management: Build, update, and maintain master data records for products, suppliers, and other relevant information.
- Data Investigation: Investigate data anomalies, inconsistencies, and errors, and take corrective actions as necessary.
- Data Query Development: Develop and maintain data queries and reports using relevant tools and software. Create ad-hoc reports as requested by various departments. Assist in the development of automated reporting solutions.

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- Support the global trade and tax team with assisting to document and train product teams on developing efficient and cost-effective shipping programs
- Support project teams with implementation of best-in-class data management and system upgrades within existing software programs
- Track all shipments in-transit and update stock position
- Monitor inspection dates and ensure passing inspection reports received prior to releasing shipments
- Review Open Order reports and ensure they are updated as necessary
- Maintain and update external customer portal information
- Process supplier's invoices at time of title transfer
- Collaborate with Finance to ensure accuracy and payments on all purchase orders
- Other duties as assigned by management

## REQUIREMENTS

- You have a bachelor's degree or diploma in Supply Chain Management, Logistics, or relevant courses
- 2+ years working in supply chain and planning
- Proven experience in supply chain analysis and data analysis would be a nice to have
- Experience with NetSuite/Oracle or similar would be considered a bonus
- Previous experience working with international logistics considered an asset
- Excellent communication skills and customer service focused with the ability to build strong working relationships with external and internal stakeholders
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office
- Familiarity with the cosmetic industry is an asset

## APPLICATION

Please send your resume and your motivation letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

**Mail subject :** Your name | Supply Chain Analyst - Guangzhou-Panyu [CDS-2024-001]

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