

Merchandising Manager

Location: Guangzhou

Sector: Retail

Starting date: ASAP

Job Reference: CDS2025041

ABOUT THE COMPANY

Our client is an European retail brand renowned for its stylish and innovative home furnishings, including indoor and outdoor furniture, textiles, and decorative accessories. With a strong global retail presence and a dedicated sourcing hub in Asia, the company manages end-to-end procurement across key manufacturing markets to support its international operations. The team plays a pivotal role in product development, supplier collaboration, and supply chain optimization, ensuring high-quality products reach customers worldwide.

RESPONSIBILITIES

Sourcing & Supplier Management

- Responsible for sourcing in assigned categories and regions, identifying new suppliers and improving supplier pool.
- Conduct supplier evaluations and frequent factory visits to assess capabilities, quality standards, and product fit.
- Present competitive sourcing options to the buying and design teams, aligned with the company's standards and trends.
- Communicate company procedures (PAF, COPA, payment terms, after-sales, etc.) clearly to suppliers.

Product Development & Coordination

- Lead development of new projects with QE and suppliers; review silver seal samples before shipment.
- Provide technical input on product engineering for OEM projects in a short timeframe.
- Coordinate closely with design, quality, and factories for effective product solutions.
- Join business trips with buyers, prepare meeting summaries, and follow up on samples.
- Update sourcing and sample tracking files until final buyer confirmation.

Order Management & Production Follow-up

- Oversee end-to-end order process from confirmation to shipment.
- Train suppliers to ensure full understanding of the company's procedures and quality standards.
- Align with quality and buying teams to secure documents before item creation and order placement.
- Work with HQ procurement team to confirm loading plans and ETDs; ensure timely PO validation.
- Follow up on ETDs and coordinate with logistics to meet shipment deadlines.
- Support artwork validation and train suppliers on packaging guidelines.
- Finalize annual contracts with suppliers and negotiate key terms (price, MOQ, lead time, penalties).

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- Act as the main contact point between suppliers, buyers, and HQ/China teams, ensuring smooth communication throughout.

REQUIREMENTS

- College diploma or bachelor's degree or above, preferably in business, design, supply chain, or a related field.
- Possesses at least 5 years of proven experience in merchandising, specifically in the indoor and outdoor furniture sector. Strong familiarity with key materials such as wood and metal is essential.
- Technically proficient in Microsoft Office tools, with a strong emphasis on Excel and PowerPoint for data handling and reporting.
- Fluent in both Mandarin and English, with excellent communication skills in speaking and writing; knowledge of French is a plus.
- Self-driven, responsible, and consistently demonstrates a positive and professional attitude. Brings enthusiasm and commitment to daily tasks, with a passion for continuous improvement.
- Strong sense of ownership and accountability, with the ability to work independently while maintaining close collaboration with cross-functional teams.
- A cooperative team player who values open communication, respects company procedures, and contributes to a harmonious and efficient working environment.
- Able to prioritize effectively, manage multiple tasks, and remain focused under pressure. Embraces challenges with resilience and adaptability in a fast-paced work setting.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Merchandising Manager – Guangzhou [CDS2025041]

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