

Purchasing Assistant Manager

Location: Shenzhen, Luohu District.

Salary: 7-11K RMB gross

Company description: our member is the main actor in selling accessories for mobile phone and repair mobile phone in the French West Indies area. With more than 20 stores spread over 3 different zones, our member's brand has built a strong market positioning. Our team is committed to delivering the most innovative, trendy and sustainable products to our customers.

Role: As a Purchasing assistant manager, you will be at the heart of our company global process and you will play a key role in the fulfilment process. Under the responsibility of the Purchasing Manager, you will liaise daily with him and provide daily reports regarding your activities. You will be proactive and share in a timely manner any issue that could affect the purchase or the related commercial activities. Your main goal is to find the best products in accordance with the stores wishes, at the lowest price and to maintain the follow up with our providers. As a great communicator, you have an excellent ability of negotiation.

1- Main missions:

Find new suppliers for new or innovative products or services

- Explore markets, learn about potential new suppliers.
- Compete suppliers that can meet cost, time and quantity requirements.
- Ensure a technological and economical watch.

Negotiate purchases with each supplier

- Negotiate with each supplier the expected quantities of products at the best quality conditions, price and deadlines, taking into account technical and commercial objectives in order to maximize cost and margin.
- Track contract execution, relaunch suppliers if necessary to limit delivery errors or delays.
- Control delivered goods, their transport conditions, and/or service compliance.
- Controlling invoices.
- Assessing supplier quality.

Be responsible of the "Supplier" activity Reporting

- Establish the reports to monitor its activity and to provide visibility to the Purchasing Director

Organization and stock management

- Maintain an optimized security stock in every stock location
- Check the relevance of stores' orders

2- Other activities:

- Through strong analytical skills, you will be able to anticipate orders from shops and deliver products on time.
- ERP software: you contribute to the enrichment and the improvement of the tools by identifying the anomalies.
- Order processing: You centralize and analyze all departments' orders.
- Flow management: You track orders, manage shipments and specific customs related questions.

- Entry / dispatch commodity within 24 hours.

Repair and customer service:

- Test of broken phone screens after renovation

Job skills

- Strong communication and negotiation skills
- Understand the technical aspects of products and be curious about new products
- Anticipate business developments and needs
- Know how to work as a team
- Good knowledge of the office tools (Outlook, Word, Excel, ...)
- Chinese native speaker, able to use English and French as working language

Please send your resume to: liu.wanqian@ccifc.org