

# Merchandiser

Our member is a young and creative French company in furniture and decoration business. Its Guangzhou representative office is looking for driven individuals to help settle and execute our global sourcing program.

## Job Responsibilities:

### 1/Sourcing:

- In charge of the sourcing in the assigned area and products
- Visit frequently factories to understand their skills, standards, product style etc.
- Propose competitive sourcing solutions and send offers to buying and design team, according to our company's standard, our sourcing requests, our trends and/or our moon board
- Perform relevant assessment of the potential suppliers and coordinate with QC team for tests and audit expectations/requirements
- Drive novelty project development and review silver seal samples before shipment to France
- Follow the samples shipment tracking to France and in GZ office (or keep one in factory)
- Organize and attend business trips with buyers and make the follow up
- Coordinate with quality team for the audit and tests requirements
- Introduce our audit, tests standards with quality team support
- Introduce our annual contracts/SOP and our payment terms standards
- Monitor and update our weekly tracking files for sourcing projects, samples development until buyer confirmation

### 2/Production and order tracking:

- Negotiate, validate and secure the contracts/SOP, the payment terms, target price, MOQ with the suppliers
- Help the assistant merchandiser or supplier operator if need during the production or to solve some issues
- Validate the golden seal sample and samples swatches with Quality supervisor support in factory
- Coordinate with quality team on the TS, TD etc. file to make sure it is well updated for inspection and for France

- Require travels to nearby vendors or factories during golden seal validation, production checking or final inspection

### 3/ Packaging guideline:

- Explain and train suppliers for our packaging guideline
- Collect all the labels and shipping marks validated by France for final inspection

Frequent buying trips to Mainland China, Asia for factory visits and travels to trade fairs

### **Job Requirements:**

1. Bachelor degree or equivalent
2. Minimum 5 years' experience of the related position in sourcing companies, trading or buying offices (better in French sourcing company)
3. Excellent presentation skills
4. Self-motivated, results driven and flexible, able to work in a demanding but collegial environment
5. Outstanding organization skills and excellent command of written and spoken English
6. Good communication skills and negotiation skills with vendors on production and our cross- functional departments in sourcing office and France
7. General understanding of costs structure and experience on costs negotiation in all Asia
8. Good team-work spirit, well organized, dedicated and initiative
9. Good computer knowledge& MS applications (Word, Excel, PPT) and ERP system
10. Willing to travel globally per business need

### **Key relationship:**

Reports to the Merchandiser and Procurement manager and the head of member company Guangzhou office

Please send your resume to

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