

PURCHASING MANAGER

Main areas of Responsibility:

Management of a buyer team,
Attribution of the projects order to the team, work coordination between department.
Definition of work priority and planning management.

Project Management,
From the sales briefing, handling new customer project complete development. Understand the need and work on the sampling process in direct collaboration with the sales team.

Quotation and Cost control
Work on a clear quotation based on the last actual material price and manufacturing process.
Determine the rentability and work on the best profitability.

Sourcing on suppliers
Be every day aware about the new technology and material to help the company to evolve and increase our pool of subcontractor.

Responsible for purchasing finished goods from suppliers once project is approved and order received

Quality
Work on direct collaboration with quality department. Be aware about the quality recommendation and make sure the products purchase is perfectly matching with customer request.

Place order by preparing purchase order to the concerned suppliers

Responsible for keeping costs down by managing the product purchasing in an efficient way.

Checking with the vendors to make sure the purchased products will be arriving on time.

Interface with shipping department to ensure optimal logistics

Maintaining relationships with existing suppliers while seeking new ones

Working on feedback from customers and improvement

Requirements:

3-5 years of experience working in similar position as a manager

Must have experience working on purchasing

Must have experience working for a manufacturing or supply chain

Strong computer skills specifically with Excel, Word and PowerPoint.

Strong communication, analysis and leadership skills

Any product compliance experience is a plus

Any good knowledge on packaging or printing field is a plus

Must speak and write English, French. Chinese is a plus.

Offer :

- A base salary related to your background and an excellent career advancement opportunity to the right candidates.
- A friendly work environment.
- The salary of this position is from 25 000 to 35 000 RMB before taxes, more considering your experience or profile.

please send your resume to:

sc-hr@ccifc.org