

Procurement Supervisor

Location: Shenzhen

Sector: Garden furniture

Starting date: ASAP

ABOUT THE COMPANY

The company is responsible for all the Sourcing / Purchasing / Quality / Supply Chain activities with a steadily annual purchasing volume. The main product categories are Garden furniture, Household products, gardening tools, pets' toys, pet's food, toys, sports goods, Christmas decoration...

MISSIONS

You will be in charge of coordinating the shipment to France together with suppliers & booking agent in order to ensure a smooth and on-time delivery from the supplier factory up to destination.

RESPONSIBILITIES

1. Ensure that all the order tools are updated to assure orders transparency;
2. Supervise and find solutions for all the procurement issues (delay orders, quantity's, shipping ...);
 - Supervise all the procurement meetings with the other departments ;
 - Provide weekly report of suppliers' issues (KPI;expected delay...) ;
 - Monitor and manage the performance of key suppliers;
3. Establishes improvement targets and measurements;
 - Push suppliers to comply with our buyers' needs;
 - Analyze daily receiving problems. Investigate on solution to avoid receiving issues on sensitive suppliers;
 - Resolve shipping and documents problems;
 - Follow and analyze all receiving goods discrepancies;
 - Inform and help merchandisers to check and resolve discrepancies with suppliers and warehouse, accelerate resolution process and keep record;
 - Other assignments related to the position arranged by the top management.

REQUIREMENTS

- College degree or above
- 5+ years' experience in positions of increasing responsibility within the Procurement field
- Experience managing cost reduction projects within a multi-national organization
- Certification in supply management is a plus
- Excellent written and verbal skills in both Chinese & English

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- Open-minded, be able to integrate himself/herself easily in a team and work with others
- Good communication/Management skills
- Ability to make quick competent decisions in a fast-paced, deadline sensitive environment.
- Ability to work under pressure when needed

APPLICATION

Please send your resume to: sc-recruitment@ccifc.org

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