

## Logistics Supervisor

**Location:** Shenzhen, Luohu District

**Sector:** International trading, mobile accessories

**Starting date:** ASAP

**Report to :** Logistics manager

### ABOUT THE COMPANY

Our client 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.

### MISSION

As a supervisor, you will:

- Be at the heart of our company global process and play a key role in the fulfilment process.
- Liaise daily with Logistics Manager and provide daily reports regarding your activities under the responsibility of the Logistics Manager.
- Be proactive and share in a timely manner any issue that could affect the logistic or the related commercial activities.
- Avoid any stock shortage and find the best balance in the product distribution.

### RESPONSIBILITIES

- **Cross-cutting activities logistics / purchase / shipping and flows follow-up.**
  - 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.
- **Reception and dispatching of commodity**
  - Entry / dispatch commodity within 24 hours

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- **Organization and stock management**
  - Maintain an optimized security stock in every stock location
  - Check the relevance of stores' orders
  - Report the overstocks to central logistics department and Logistics Manager to take actions for quantity adjustment.
- **Inventory management**
- **Repair and customer service**
  - Test of broken phone screens after renovation

## REQUIREMENTS

- 2-year degree in the field of logistics or relevant experience
- Knowledge of Supply Chain Management.
- Strong analytical and communication skills
- Chinese native speaker, fluent in English, French beginner (to use the French software)

## APPLICATION

Please send your resume and your motivation letter to:

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

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