

## Project Manager-Turnkey 项目经理-成品

**Location:** Guangzhou

**Sector:** Packaging

**Starting date:** ASAP

**Report to:** Purchasing Director-Turnkey 采购总监-成品

**Job Reference:** CDS-2022-092

### ABOUT THE COMPANY

Our client creates and manufactures full-service beauty solutions in the areas of colour cosmetics, personal care, home care, accessories and Gift, as well as made-to-measure promotional items for the airline industry. They are represented worldwide, with headquarters located in Europe, North America and Asia. Their global production facilities and manufacturing partners make it possible to offer the full spectrum of packaging solutions.

### MISSIONS

To successfully develop new product/category and achieve smooth mass production, control the whole process of new product development at the supply side, including preparing project plans, coordinating project resources, completing project tasks in stages, following up project progress and coordinating cross-departmental team cooperation.

以成功开发新产品/新品类并实现顺利量产为目的，管控供应端的新产品开发全过程，包括编制项目计划，协调项目资源，分阶段完成项目任务，跟进项目进度及协调跨部门团队的合作等。

### RESPONSIBILITIES

- **Project Management 项目管理**
  - Create a list of project suppliers and do screening.  
建立项目供应商清单并做筛选。
  - Develop a new product project plan based on the expected completion time of the project and combined with the actual resource status.  
根据项目预期完成时间并结合实际资源状况制定新产品项目计划。
  - Evaluate & redirect formula submission samples from contract manufacturer to create the ideal products.  
评估及指引供应商提交配方样品，创造理想的产品。
  - Do cost split accounting, ask suppliers to quote and negotiate.  
做成本拆分核算，要求供应商报价并进行议价。
  - Coordinate with suppliers for formulation & package adjustment, and require quality departments to output all product standards & 3rd party testing requirement after product development is completed.  
协调供应商进行配方&包材调试，要求品质部门在产品开发完成后输出所有产品标准及第三方测试类目。
  - Follow up the entire production process of the first order and ensure the smooth completion of delivery, and coordinate and handle possible customer complaints and claims.

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跟进首单的生产全过程并确保顺利完成交付，协调处理可能产生的客户投诉和索赔。

- Lead launch projects with all departments and spread vision.

跨部门合作确保项目顺利实现。

- **Supplier Development and Management 供应商开发和管理**

- Select suppliers from qualified vendor list for project cooperation, and develop new suppliers when necessary.

按照合格供应商名录选择供应商进行项目合作，必要时，按照项目需求开发新供应商。

- Maintain effective communication and friendly cooperation in new product development process, and maintain good relationship with suppliers.

在新产品项目开发过程中，保持有效沟通和友善合作，维护和供应商的良好合作关系。

- Do project cooperation evaluation of suppliers according to quality, price, delivery time and service.

按照品质，价格，交期和服务对供应商进行项目合作评价。

- **Cost Control 成本控制**

- Help to establish cost model, and conduct product cost accounting according to the cost model.

帮助建立成本模型，并按照成本模型进行产品成本核算。

- Strictly control project procurement costs and maximize company profits through cost modeling, price comparison and bargaining.

通过成本模型，比价和议价来严格控制项目采购成本并使公司利润最大化。

- After the project development is completed, create a new project price list in the supplier price list.

项目开发结束后，在供应商价格表内新建项目价格表。

- **Trend and Innovation Management 趋势和创新管理**

- Understand industry trends and changes in customer needs, and keep an eye on product innovations from suppliers, competitors and brands.

了解行业趋势和客户需求变化，时刻关注供应商，竞争者和品牌商的产品创新。

- Participate in cosmetic and cosmetic packaging professional exhibitions, develop new suppliers, understand industry trends and product and technology innovation.

参加化妆品和化妆品包装专业展会，开发新供应商，了解行业趋势和产品、技术创新。

## REQUIREMENTS

- College degree or above, majors are not limited.

大学专科以上学历，专业不限。

- More than five years of purchasing experience, of which more than three years of experience in cosmetic packaging

5年以上采购经验，其中3年以上化妆品包装相关经验。

- Have an in-depth understanding of the cosmetic packaging industry, including regulatory requirements, supplier resources, product types and production processes, etc.

对化妆品包装行业有深度了解，包括法规要求，供应商资源，产品类型和生产工艺等等。

- Have the concept of cost, understand the cost structure and related elements that affect the cost.

有成本概念，了解成本构成和影响成本的相关要素。

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- **Fluent in Mandarin.**  
普通话流利。
- **Proficient in English, which can be used as a working language to meet the requirements of telephone communication, video conference, email and other work scenarios.**  
英文熟练，可以作为工作语言，满足电话沟通，视频会议，邮件等工作场景要求。
- **Have strong project management skills and be able to use project management tools.**  
有较强的项目管理能力，会使用项目管理工具。
- **Possess team spirit, break down silos, and be able to work closely with relevant departments.**  
具备团队精神，打破孤岛现象，能够和相关部门密切合作。
- **Clear logical thinking, learn to listen, be good at expressing, and be able to communicate effectively both internally and externally.**  
逻辑思维清晰，学会倾听，善于表达，能够对内和对外展开有效沟通。

## APPLICATION

Please send your resume and your motivation letter to:

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

**Mail subject :** Your name | Project Manager-Turnkey - Guangzhou [CDS-2022-092]

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