

Office and QC Manager

Location: Guangzhou

Sector: Clothing / Textile / Garment

Starting date: ASAP

Job Reference: CDS2025057

ABOUT THE COMPANY

Our client is a foreign-owned service company specializing in textiles distribution.

MISSION

They are searching for an **office and QC manager** to oversee administration affairs in Guangzhou office and perform Clothing / Textile / Garment QC audit across Asia. In this role, you will be responsible for communicating with the shareholders in foreign country, managing the local team, and supervising QC processes. You will collaborate with various stakeholders, including suppliers, clients, internal teams, and quality control partners.

RESPONSIBILITIES

1. Office Administration & Team Leadership

- Oversee daily operations of Guangzhou office, including finance, HR support, procurement, and facility management.
- Manage and mentor a local team (admin/QC), fostering a high-performance culture through recruitment, training and KPI alignment.
- Act as primary liaison between China operations and global shareholders, ensuring compliance with corporate policies.

2. Quality Control System Management

- **Design & Implement QC Strategy:** Develop region-specific inspection protocols for textiles/garments (AQL standards, testing methodologies).
- **On-Site Audit Leadership:** Conduct factory audits across Asia, assessing production capabilities, social compliance, and product integrity.
- **Risk Mitigation:** Lead root-cause analysis for quality deviations, implement corrective actions with suppliers.
- **Standards Enforcement:** Ensure all products meet international safety/quality regulations (eg. REACH, CPSIA, ISO).

3. Stakeholder & Supply Chain Collaboration

- Coordinate with European HQ on quality standards translation and client requirement alignment.

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- Negotiate quality terms with suppliers; manage third-party inspection agencies.
- Analyze regional market trends and competitor QC practices to optimize strategies.

4. Operational Excellence

- Optimize end-to-end QC processes through digital tools and lean management.
- Prepare operational budgets with cost-efficiency focus; report on QC metrics (defect rates, inspection pass/fail ratios).

REQUIREMENTS

- Bachelor's or Master's degree in Textile Engineering, Quality Management, or Business Administration would be preferred.
- Management capabilities: Strong leadership and decision-making skills.
- Excellent negotiation and communication skills.
- 5+ years' proven experience in the textile sector.
- Familiarity with quality control and safety protocols.
- Process optimization and cost-efficiency expertise.
- Strategic thinker.
- Language proficiency in **French**, English and **Mandarin** is required.
- Willingness for frequent business trips.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Office and QC Manager – Guangzhou [CDS2025057]

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