

Project Coordinator

Location: Huizhou

Sector: Manufacturing; Luxury Packaging

Starting date: ASAP

Job Reference: CDS2025056

ABOUT THE COMPANY

Our client is a renowned factory specializing in the manufacturing of high-end packaging & display for prestigious brands.

MISSION

They are looking for a skilled Project Coordinator to join their team. This role is essential for maintaining effective communication between European clients and the production team, ensuring that all client requirements are met with precision and that each order is delivered on time and to the highest standards.

RESPONSIBILITIES

Project Lifecycle Coordination

- Support the end-to-end execution of packaging or display development — from brief to production to delivery.
- Manage project timelines
- Follow up with Project Manager and internal teams to ensure deadlines are met.

Client & Brand Liaison Support

- Update client briefs and guidelines into actionable steps for internal design/production teams.
- Ensure all outputs meet customer aesthetics, quality, and functionality expectations.
- Prepare visual presentations or sampling updates for client validation.
- Help monitor compliance with sustainability goals (e.g., eco-certifications, recyclability).

Production Oversight

- Track sampling rounds, collect feedback, and facilitate quality adjustments.
- Monitor production milestones and update the team on lead times and delays.

Logistics & Delivery Coordination

- Track shipping schedules, customs, and warehouse deliveries
- Coordinate packaging and display deliveries worldwide.
- Handle last-minute changes or logistical issues professionally and calmly.

Administrative & Documentation Tasks

- Maintain and update project documents: timelines, production specs, technical drawings, purchase orders.
- Assist with cost tracking, shipping documents, and reports.
- Archive reference materials and samples for internal libraries or client records.

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- Help document environmental claims (e.g., FSC certification, plastic-free packaging)

REQUIREMENTS

- Proficiency in **English** and **mandarin**, both written and spoken. Knowledge of other European languages for example French is a plus but not required.
- Minimum of 1 year experience in project management or a related field, preferably in manufacturing, luxury packaging.
- Design Sensibility: Demonstrated ability to assess and specify high-end material selections, finishing techniques, and tactile qualities essential to luxury packaging
- Technical Understanding: A solid understanding of technical requirements in manufacturing processes (guidelines, 3D renderings, and spec sheets), with the ability to translate client needs into production specifications.
- Strong organizational skills and attention to detail.
- Excellent communication skills, with the ability to handle client interactions professionally and courteously.
- Ability to manage multiple tasks and priorities in a fast-paced environment.

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 | Project Manager – Huizhou [CDS2025056]

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