

## Project Manager

**Location:** Guangzhou  
**Sector:** Luxury Product  
**Starting date:** ASAP  
**Report to:** General Manager  
**Department:** POS

### ABOUT THE COMPANY

Our client is a team of experts in high-quality merchandising, displays, windows decoration, branded gifts and packaging, so-called POS materials. They have been in Mainland China since 2010 and expanded their operations to the world throughout the years.

They work as agents for luxury brands and establish partnerships with factories including in Mainland China. They also provide additional services to our clients such as laboratory testing, suppliers audit, quality control, warehousing, logistic, design and product development. Their aim is to deliver beautiful products at affordable pricing as well as developing fair business practice and enjoyable working atmosphere.

### RESPONSABILITIES

1. Review RFQ 查看报价请求
2. Source for suppliers 寻找供应商
3. Inquire factories for pricing 向工厂询问价格
4. Negotiate pricing 协商定价
5. Prepare price offers to clients 为客户准备报价
6. Develop prototypes 开发原型
7. Follow on mass production 跟进批量生产
8. Follow on logistics 跟进预算
9. Inspect goods 检查货物
10. Prepare logistics documents 准备物流所需相关文件
11. Other responsibilities as assigned by immediate supervisor 直属上司分配的其他职责
12. 30% of total working time for business trip, and 95% of time in Guangdong

### REQUIREMENTS

- Good command of spoken and written English, Cantonese is a plus  
良好的英语和普通话听说读写能力，会粤语更佳
- Internal and external communication  
内外部沟通能力
- Foresee clients' needs and so on

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预见客户的需求等

- Knowledge and experience in quality control, testing standards and social compliance are strong plus  
在质量控制、检测标准和社会合规方面有丰富的知识和经验的优先
- Proven Project Management Skills  
具有项目管理能力
- Experience working with suppliers to negotiate costs and schedules  
有与供应商谈判协商成本和进度的经验
- Independent thinking, strong organization and planning abilities and excellent analytical and problem-solving skills are essential  
独立思考、较强的组织和计划能力以及出色的分析和解决问题的能力
- Highly proficient in MS Office Software, high aptitude for MS Excel  
熟悉使用 MS Office 办公软件，精通 MS Excel
- Skilled in 3D Software, Photoshop and Adobe Illustrator appreciated  
熟悉使用 3D 软件、Photoshop 和 Adobe Illustrator 更佳
- Experience excelling within fast paced, high energy environments  
能在快节奏、高效能运转的环境中变现出色
- Ability to work from an ERP system for work /HR management  
能够在 ERP 系统中进行工作和人力资源管理

## APPLICATION

Please send your Chinese and English resume to:

请将您的简历（包括中文版与英文版）投递到邮箱

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

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