

## Purchasing Manager

**Location:** Beijing

**Starting date:** ASAP

### About the Company:

我们的客户是一家以环境服务为主的大型法国公司，其运营领域包括能源管理、资源保护等。我们的客户在全球享有知名声誉，为多国政府提供服务，与大型工业企业保持长期合作。

Our client is a large French company focused on environmental services, operating in various fields such as energy management, resource conservation, etc. Our client enjoys a well-known reputation around the world, serving governments in many countries and maintaining long-term cooperation with large industrial enterprises.

### Objective/ Primary Function:

执行采购集团采购流程，以确保供应商的最佳绩效和总体成本；与所有内部相关部门密切合作，实现符合业务目标发展的采购目标；领导和管理采购团队，提供采购解决方案跟踪并报告所有节约效果；确保并保持采购政策符合集团政策。

Executes purchasing group purchasing process to ensure optimal performance and overall cost for suppliers; works closely with all relevant internal departments to achieve purchasing objectives in line with the development of business objectives; leads and manages purchasing team, provides purchasing solutions to track and report on all savings Effectiveness; ensuring and maintaining procurement policies in line with group policy.

### Mission:

- 管理工业项目所有采购类别，包括设备，原材料和服务需求；  
Manage all procurement categories for industrial projects, including equipment, raw materials and service requirements;
- 带领采购团队满足并支持不同的业务发展需求。  
Lead the procurement team to meet and support different business development needs;
- 根据市场趋势确定采购策略的变化和供应商的需求，以达到最佳的价格、交货期和质量；  
Determine changes in procurement strategies and supplier needs based on market trends to achieve the best price, delivery and quality;
- 为企业提供一个一体化的市场演进，创新信息；  
Provide enterprises with integrated market evolution and innovation information;

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- 管理供应商面板，监控供应商绩效，确保及时交货；  
Manage supplier dashboards to monitor supplier performance and ensure timely deliveries;
- 管理日常采购活动，以支持运营和建设需求；  
Manage day-to-day procurement activities to support operational and construction needs;
- 管理 ERP 采购付款流程，包括物料和供应商主要数据，优化购买流程，以提高采购效率；  
Manage the ERP purchase and payment process, including material and supplier master data, optimize the purchase process to improve procurement efficiency;
- 与采购团队一起在新成立的公司/项目中实施 ERP 系统；  
Implement an ERP system in a newly established company/project with ours Procurement Team;
- 在工业业务实施集团 PFA（采购框架协议），并加强实施；  
Implementation of Group PFA (Procurement Framework Agreement) in industrial business line and strengthened implementation;
- 管理团队建立投标流程，根据集团采购流程，通过最佳合同条件确保采购；  
The management team establishes the bidding process to secure the procurement through the best contract conditions according to the procurement process;
- 建立符合集团要求的工业采购流程并进行优化，  
Establishment and optimization of industrial procurement processes in line with group requirements;
- 制定年度采购计划，包括节约行动计划，供应商战略计划，品类管理计划等；  
Formulate annual procurement plan, including saving action plan, supplier strategic plan, category management plan, etc.;
- 定期提供支出分析，市场趋势分析，采购节约等报告；  
Regularly provide expenditure analysis, market trend analysis, procurement savings and other reports;
- 指导和管理采购团队成员，不断提供采购效率和生产力；  
Direct and manage purchasing team members to continuously improve purchasing efficiency and productivity;
- 根据工作需要，安排出差；  
According to work needs, arrange business trips;
- 完成上级和公司指派的其他工作。  
Complete other tasks assigned by the superior and the company.

## Requirements:

- 英语口语流利，书写流畅。  
Fluent in spoken and written English.
- 10 年以上采购管理工作经验，其中包含至少 3 年及以上外资企业采购管理经验。

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At least 10 years of purchasing management working experience, including at least 3 years of foreign enterprise procurement management experience.

- 本科及以上学历, 化学, 能源, 供应链管理, 采购等相关专业。  
Bachelor or above, major in chemistry, energy, supply chain management, procurement or related.
- 具有领先的商业意识和头脑, 丰富的采购经验和行业知识。  
Business acumen and mind, rich experience in procurement and industry knowledge;
- 优秀的谈判能力和协调能力, 能把握事物的关键所在, 通过最少的成本高速高效地达成最大的收益;  
Excellent negotiation ability and coordination competence, clearly aware of key factors, effectively optimising profit by lower costs;
- 熟悉 ERP 系统。  
Familiar with ERP system.
- 可适应频繁出差;  
Can adapt to frequent business trips;
- 工作积极主动, 具有强烈的责任心和职业素养;  
Work actively, take the initiative, and have a strong sense of responsibility and professional quality;
- 诚信;  
Integrity
- 与内部部门有良好的沟通协调能力, 解决存在的问题;  
Good communication and coordination ability with internal departments to solve existing problems;

## Application:

Please send your resume to: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org);

有意者请将简历投递至邮箱: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

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