

## General Manager

**Location: Shanghai**

### Company Introduction:

Our client is a multi-cultural international **LIGHTING DESIGN STUDIO** experienced in large scale projects, offering lighting consultancy services and bespoke design, architectural lighting solutions, Bespoke Decorative solutions based on strong partnerships with components providers and manufacturers.

### Job Description:

#### 1. Managing China Office

- Elaborate & roll out Profit Plan (Profit Planning, Cash Forecast, Investment & spending rules definition & animation) & Gap Analysis process & Action plans (Full P&L responsibility)
- Design & execute Business Development Plan in line with Profit Plan
- Lead, Manage and grow China Team (animate, motivate, hire, adjust HR policy...)

#### 2. Budget Management

- Optimize and constantly Improve Planning and Controlling Process
- Mid-term planning (3 years rolling), including an initiative geared towards operational excellence. (PRIDE (personal Responsibility in Delivering Excellence definition, measure, reward)

#### 3. Control

- Sales & Margin & Cost control (Daily, Weekly, Monthly control boards & analysis & corrective actions)
- Monthly P&L reports review, control, analysis & action plan
- Update, develop and analyses management data (Control Board) to optimize profitability & growth
- Goals & Objectives setting for DESIGN and SOLUTIONS Business Units, including P&L and sales forecasting and control (Weekly, Monthly)
- Review Account payable & receivable; maintain on time payment & collection
- Improve Cash Flow and maintain weekly rolling forecast

#### 4. Reporting

- Monthly Reporting of Performance review (Sales report, Stock report, Margin Analysis, Net Income, Key Performance Indicators, etc.)
- Improve and find new ways to Analyze & Optimize the Company's performance
- Review monthly Financial Statements
- Review Closing accounts, Tax Planning and Audit monitoring

#### 5. Commercial & Marketing

- Prospect and secure new clients
- Define and implement Marketing strategy
- Define, build and adjust organization in order to achieve plan
- Plan and attend exhibitions
- Follow up and control documentation, contracts and transactions between company and external actors (suppliers/clients/partners) (Group)

#### 6. Administrative & HR (China)

- Procedures definition, control, test, adjustment, and implementation
- Daily administrative enquiries
- HR strategy implementation & management

## 7. Strategy

- Propose & challenge Mid & Long-Term strategy definition and implementation.
- Prepare and lead Board Meetings (Must create a board of non-executive advisors)

### **Requirements:**

- The candidate must have experience in lighting consultancy, bespoke design or architectural lighting solutions.
- Network with luxury brands is a plus.
- French speaking is a plus.

**Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)**