

## PMC Supervisor 生管主管

**Location:** Zhongshan

**Sector:** Clothing manufacturing

**Starting date:** ASAP

**Job Reference:** CDS-2024-063

### ABOUT THE COMPANY

Our client is a leading manufacturer of sportswear, casual wear with international leadership that specializes in the design and the production of high-performance athletic apparel for men and women. Their HQ and Creative Center is based in Hong Kong, while their manufacturing plant is in South China (Zhongshan).

### RESPONSIBILITIES

1. 接收所有跟单组订单，相应制定月/周生产计划，完成系统排单，并监督执行，定期召开生产例会，协调日常生产中各项异常工作，确保生产有序进行，不影响原定产能计划；  
Coordinate with sales/merchandiser team, receiving orders and then complete the order planning work, hold meetings timely with related departments to coordinate all outstanding issues in daily production to ensure ordering without affecting the original capacity plan.
2. 做好物料回仓计划及跟进，保证生产物料需求与成品需求对应；  
Complete the planning of material arrival and keep tracking to ensure it's matching with the production needs.
3. 对生产订单、物料采购、生产计划编排、生产用料进行审核；  
Plan lead time of order, material and approve team planning from underlings.
4. 统筹各项生产异常；物料异常跟进处理；及时处理呆滞物料；  
Summarize the material outstanding issues which will affect production and support to solve, timely address idle materials.
5. 跟进生产进度，统计各个转移点数量，从半成品直到成品，确保所有走地/颜色/码数等信息匹配订单需求；  
Tracking the whole production process, summarize the data from each department to ensure the quantity matches the original sales order requested.
6. 生产异常涉及补料等责任单跟进和处理，确保欠料正常被执行和回仓及上线；  
Replenishment following to keep production non-stop.
7. 及时与跟单组沟通出货事宜，确保交期匹配业务/跟单组需求；控制成品库存。  
Timely communication with the internal team to reach the bulk delivery target.

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## REQUIREMENTS

1. 有基本的英语读写能力;  
Basic skill of English reading and writing.
2. 有较强的计划、编排、统筹和管理能力;  
Skilled in planning and summarizing.
3. 有较强的管理协调、突发事件处理应对的能力;  
Good talent at managing and handling sudden issues.
4. 对数字敏感, 能处理一定的数据源工作;  
Good sensitivity to data and capable of handling data source work.
5. 生产企业 ERP 良好的运用技巧;  
ERP experience.

## APPLICATION

Please send your resume and your motivation letter to: [sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

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

Ex. Your name | PMC Supervisor - Zhongshan [CDS-2024-063]

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