

Project Manager / POS Displays

Location: Guangzhou
Sector: Luxury Product
Department: POS
Report to: General Manager
Starting date: ASAP
Job Reference: CDS-2024-059

ABOUT THE COMPANY

Our client is a team of experts in high-quality merchandising, displays, windows decoration, promotional items, CWP 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 their 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.

RESPONSIBILITIES

1. Sourcing: research for suppliers according to product ranges or actual project, review suppliers' details (experience, capacity, machines, certifications), visit new and existing suppliers, maintain database of suppliers and collect information (audit report, business license, brochure).
2. Product development: review requests, collaborate with engineers for technical drawings, manage prototype making, set quality standards and packing, inquire factories for pricing, prepare price offers to clients.
3. Manufacturing management: negotiate pricing, review product specifications (bill of materials, bill of quantity), organize kick-off meeting before production, manage production and budget, implement quality control process, product testing and certification.
4. Logistics: calculate volume, make loading plan, optimize space, compare pricing, issue documentation, book spaces and follow on deliveries.
5. Other responsibilities as assigned by immediate supervisor.

REQUIREMENTS

1. Knowledge of materials, tooling, processing and finishing.
2. Experience managing orders with factories, production lines, manufacturing timelines and a multi-vendor' supply chain.
3. Technical knowledge about structure, mechanic, industrial design either through academic learning or professional experience in a related field (furniture, indoor architecture, shop fitting, indoor decoration).

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4. Foresee technical skills and pitfalls encountered in production according to brief.
5. Knowledge and experience in quality control, testing standards and social compliance are strong plus.
6. Proven Project Management Skills and sense of logic.
7. Experience working with suppliers to negotiate costs and schedules.
8. Independent thinking, strong organization and planning abilities and excellent analytical and problem-solving skills are essential.
9. Excellent internal and external communications, ability to work as part of a team and assign responsibilities to various position holders.
10. Good command of spoken and written English and Mandarin, Cantonese is a plus.
11. Highly proficient in MS Office Software, high aptitude for MS Excel.
12. Skilled in 3D software, Photoshop and Adobe Illustrator appreciated.
13. Experience excelling within fast paced, high energy environments.
14. Ability to work from an ERP system for work/HR management.
15. Open to business travel.

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 / POS Displays - Guangzhou [CDS-2024-059]

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