

Supply Chain Officer

Location: Beijing, China

Starting date: ASAP

About the company

Our client is a French enterprise, manufacturer of professional-grade musical instruments.
我们的客户是一家法国企业，专业级乐器制造商。

Recognized throughout the world, more than 90% of its sales (€38 million) come from exports, mainly to the United States, China, Japan and Europe.

其销售额（3800万欧元）的90%以上来自出口，主要出口到美国、中国、日本和欧洲。

High technology and craftsmanship, acoustics and the technical quality of the instruments remain at the heart of the company's expertise. Always in tune with the times, the company continues to maintain close links with musicians, professionals and amateurs alike, all players in a musical world that is more open than ever.

高科技和工艺、声学和仪器的技术质量仍然是该公司专业知识的核心。该公司始终与时俱进，在一个比以往任何时候都更加开放的音乐世界中，继续与音乐家、专业人士和业余爱好者保持密切联系。

MISSIONS

工作介绍

- Management of supplier through inbound and outbound supply chain.
通过进口和出口供应链管理供应商
- Contract monitoring and reporting (quality review, OTD).
合同监测和报告（质量审查、及时交货率）
- Supply chain and process administration.
供应链和流程管理

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

- Procurement administration.
采购管理
- Supplier sourcing project.
供应商采购项目
- Supply IT functional support.
提供 IT 功能支持

Detailed job description

工作内容

Management of supplier

供应商管理

- Management of supplier through inbound and outbound supply chain.
通过进口和出口供应链管理供应商
- Check completeness of documentation and compliance against Supply Chain Management principles & thresholds
根据供应链管理原则和阈值检查文件的完整性和合规性
- Provide management and both internal and external clients with Supply Chain Management related advice
为管理层以及内部和外部客户提供与供应链管理相关的建议
- Implement an effective document control and filing systems
实施有效的文件控制和归档系统
- Compile procurement reports, and undertake compliance monitoring checks
编制采购报告，并进行合规监督检查
- Execute the organization' s procurement functions.
执行组织的采购职能。

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

- Compile procurement reports for internal and external stakeholders
为内部和外部利益相关者编制采购报告
- Document and contract management
文件和合同管理

Supply Chain Process Administration

供应链流程管理

- Develop and implement Supply Chain Management strategies and process, as well as implementation to ensure efficient running of the procurement process
制定和实施供应链管理战略和流程，并实施以确保采购流程的有效运行
- Ensure Supply Chain Management policies are updated according to new legislation
确保供应链管理政策根据新法规进行更新
- Manage internal and external customer/supplier relations.
管理内部和外部客户/供应商关系。

Procurement Administration

采购管理

- Supplier sourcing project.
供应商采购项目
- Collaborate with purchasing team to define and translate purchasing specifications for Chinese supplier market.
与采购团队合作，为中国供应商市场定义和翻译采购规范
- Manage the supplier sourcing process from RFI/RFQ/Contract/Order
管理RFI/RFQ/合同/订单的供应商采购流程
- Manage and monitor the procurement processes
管理和监控采购流程

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

- Provide support in maintaining effective systems and procedures for the procurement of goods and services
支持维持有效的货物和服务采购系统和程序
- Identify and implement optimization strategies for procurement
确定并实施采购优化策略
- Constantly scan environment for better suppliers, products, market trends
不断扫描环境，寻找更好的供应商、产品和市场趋势
- Contract monitoring and reporting (quality review, On time delivery)
合同监控和报告（质量审查、按时交付）

REQUIREMENT

要求

- Willingness to travel
接受出差
- Project management skills knowledge to analyse and interpret laws and regulations that governs the procurement is highly required.
熟悉项目管理技能知识，能够分析和掌握采购方面的法律法规
- Organization and administration skills, quick and innovative thinking, problem solving and analysis
组织和行政管理技能、快速创新思维、解决问题和分析问题
- Good Presentation skills both in English and Chinese (verbal and written, writing skills), French is a plus
良好的中英文表达能力（口头和书面，写作能力），法语优先
- Good Computer Skills (Microsoft Office)
良好的计算机技能（Microsoft Office）
- Experience on ERP or Information System process like purchase to pay

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

ERP 或信息系统流程方面的经验，如按付款购买

- Negotiations Skills
谈判能力
- Client service orientation
客户导向
- Resilience and Polyvalent
抗压且复合型人才
- 5 – 10 years' experience in a similar position
5-10 年类似职位的工作经验
- Self-discipline
自律

APPLICATION

申请方式

Please send your English and Chinese CV to

请发送中英文简历至

bj-hr@ccifc.org

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org