

Location: Shanghai, China

Objective: The position of Procurement Assistant helps and supports procurement professionals to ensure more efficient and more effective procurement activities internally and externally to tailor the best customer experience. It contributes to the execution of company's strategy with the suppliers and partners and increases the quality and quantity of the procurement. Therefore, a clear understanding of common procurement categories such as production processes, material and product understanding is developed and maintained. The Procurement Assistant is responsible for gathering, updating and maintaining information and following the processes of planned and ongoing projects to increase the company's effectiveness with the different accounts. It aims to have an overall knowledge of projects and procurement activities and to develop and promote effective collaboration within and across units to achieve shared goals and optimize results.

Department: Execution

Reporting Line: Supply Chain Manager; Managing Director, CEO

Responsibilities:

- Follow and enhance the company's strategy including its Vision and Mission.
- Prepare necessary paperwork for regular company procedures
- Schedule meetings and appointments
- Organize and maintain project execution records
- Update internal databases (e.g., company server and Salesforce)
- Answer executions' queries and forward them to the relevant department as needed
- Check and label incoming and outgoing samples when needed
- Arrange staff travel and accommodations
- Prepare conference rooms (e.g., make reservations and check equipment)
- Assist in the execution of projects from inquiry to delivery of products including product development, supplier handling, and ensuring quality of products and services
- Execution of projects from inquiry to delivery of products including product development, supplier handling, and ensuring quality of products and services independently
- Monitor and act upon lead times and time frames
- Perform quality control on selected projects including in the factories if needed.
- Prepare cost calculations and compare products and suppliers
- Maintaining and updating supplier and product information
- General research of market, industry and account information including products, materials, and suppliers under supervision

Job Description: Procurement Assistant



- Preparing, completing, and executing action plans
- General administration tasks assigned by superior

Requirements:

- Bachelor's Degree in business or Trade related studies
- Working experience in marketing, trade, or relevant industry in either Service or Manufacturing field is preferred
- Good communication skills, especially in English
- Well organized and straight minded, should feel comfortable working in a Team
- Initiative, committed and strong relationship building
- Eye for details, self-motivated, managing own time and workload, result-oriented
- Familiarity with Microsoft Office (Excel, PPT, Word, etc.)
- Fluent Mandarin and English writing and speaking
- Other Asian or European languages are a plus

Salary Package:

- Competitive Basic Salary
- Exciting bonus scheme on result base
- Flexible working time