

**Location:** Shanghai, China

**Objective:** The position of Procurement Coordinator shall have a clear and detailed view of the procurement activities internally and externally to tailor the best customer experience. It executes the company's strategy with the suppliers and partners and increases the quality and quantity of the procurement. Therefore, a precise and tangible understanding of all procurement categories such as market situation, sourcing, product development, audit, production processes, quality control, material and product understanding is developed, maintained, and executed. The Procurement Coordinator is responsible for gathering, analyzing, planning, executing, updating, and maintaining information, processes of planned and ongoing projects to increase the company's effectiveness and efficiency with the different accounts. It aims to have a precise knowledge of projects and to provide strategic and detailed information to the company's management.

**Department:** Execution

**Reporting Line:** Supply Chain Manager; Managing Director, CEO

**Responsibilities:**

- Follow and enhance the company's strategy including its Vision and Mission
- Execution of projects from inquiry to delivery of products including product development, supplier handling, and ensuring quality of products and services
- Work with cross functional departments to ensure timely delivery to customers
- Monitor and act upon lead times and time frames
- Develop and evaluate new vendors and manufacturers
- Visit factories for evaluation and quality control
- Conduct and complete factory audits, QCs, and the respected reports
- Prepare cost calculations and compare products and suppliers
- Provide solutions and quotations regarding inquiries to enhance achievement of customer service objectives
- Negotiate Purchase Orders including but not limited to prices, delivery terms, payment terms and QC standards, etc.
- Handle customer claims, resolve problems, provide solutions to claims under supervision
- Maintaining and updating supplier / product information and execution data on internal system (e.g., company Server and ERP system)
- Liaising and networking with a range of stakeholders including colleagues, suppliers, and partner organizations
- Organizing and attending events such as conferences, seminars, receptions and exhibitions upon approval by supervisor
- Analyzing, maintaining, and presenting market, industry, and account information

## Job Description: Procurement Coordinator



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including products, materials, and suppliers under supervision

- Preparing, completing, and executing action plans
- Coordination and controlling of activities and projects of assigned projects and products
- Cooperation to improve internal processes and procedures
- General administration tasks assigned by superior

### **Requirements:**

- Bachelor's Degree in business or Trade related studies is preferred
- At least 3-year solid working experience in marketing, trade, or relevant industry in either Service or Manufacturing field
- Strong communication skill, especially in English
- Well organized, straightforward minded, and result-oriented
- Able to work on multiple tasks simultaneously and comfortable working in a Team
- Independent process handling with high improvement skills
- Committed, proactive, able to take initiative and strong relationship building skills
- Eye for details, self-motivated, managing own time and workload
- Flexible solution provider and problem-solving skills
- Solid computer skills, including MS Office,
- Excellent verbal and written communication skills in English
- Other Asian or European languages are a plus

### **Salary Package:**

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