

Operation Coordinator

We are looking an operations coordinator to lead the setup and management of our packaging processes for cosmetic products. The applicant will be responsible for initiating, implementing, and supervising the entire packaging project and value-added services (VAS), from selecting the right machines to sourcing materials and effectively managing the operational process. Join our team and play a pivotal role in shaping the success of our packaging operations while driving efficiency and innovation in our processes.

Responsibilities

- Setting up and optimizing a logistics distribution center for cosmetics to ensure efficient layout and processes.
- Implementing automation and technology solutions to streamline processes within production.
- Collaborating closely with suppliers, factories, forwarders, and customers, primarily in Europe and China, to ensure seamless operations and timely delivery of goods.
- Coordination role and window contact to all relevant parties (internal, external, brands).
- Researching, evaluating, and selecting the appropriate machinery for cosmetic packaging, considering efficiency, capacity, and compatibility with product specifications.
- Supervising the installation, setup, and calibration of packaging machines and coordinating with vendors and technicians to ensure smooth implementation.
- Developing and managing the project budget, tracking expenses, and ensuring cost-effective solutions throughout the packaging process.
- Reviewing bills and controlling costs.
- Handling full set of import/export shipping documents (e.g., invoice, packing list, B/L, HC) and bank documents (e.g., L/C, D/P).
- Issuing contracts, following up on orders, and monitoring shipment schedules.
- Working with customs brokers to carry out customs declarations, paying duties using Single Window, and conducting customs inspections on-site.
- Managing and arranging inland/international courier services.
- Managing and arranging inventory/warehouse management.
- Bonded processing management.

Requirements and skills

- Bachelor's degree or above.
- Minimum 3 to 5 years of logistics/shipping experience in an MNC, preferably gained from trading, forwarding, storage, or manufacturing.
- Proven experience in packaging in the FMCG industry (outer carton, folding boxes, shrink wrapping, etc.) preferred.
- Familiarity with packaging machinery, materials, and processes, including experience in sourcing and purchasing equipment. Proficiency in automation technologies and process optimization methodologies.
- Integration of critical thinking and problem-solving skills to navigate fast-paced environments, ensuring operational efficiency and strategic decision-making.

- Strong sense of responsibility and optimism, willing to accept challenges, and able to handle multiple tasks simultaneously. Detail-oriented, systematic at work, and proactive.
- Excellent communication, negotiation, and interpersonal skills in spoken and written English and Chinese.
- Proficiency in MS Office, particularly Word and Excel, and Chinese word processing software.

Work location: Shanghai

Applicants are requested to send their CV and expected annual salary to singerzhu@melchers.com.cn & Stefan.Woditsch@melchers.com.cn