

## Company Profile

### 公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国公司是美最时集团全球业务网络的一员。美最时集团总部位于德国不来梅，是一家由 Carl Melchers (1781-1854) 和 Carl Focke 于 1806 年创立的私有企业。自 1866 年在香港设立首个亚洲分支机构以来，公司一直致力于在亚洲开展业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service.

美最时是一家全球性公司，在多个业务领域拥有广泛的服务和贸易专业知识。我们的服务涵盖整个价值链——从产品开发、制造到销售、零售，再到营销和售后服务。

It is our mission to create long-term value through customer-centric and customized approaches. Rooted in our entrepreneurial mindset and openness, we seize market opportunities without industry boundaries or predefined constraints.

我们的使命是通过以客户为中心和定制化的方法创造长期价值。凭借我们的创业精神和开放态度，我们抓住市场机遇，不受行业界限或预设限制的约束。

To Support our growth, We're looking for a

为了支持我们的业务增长，我们正在寻找一位：

## Operations Coordinator

### 营运协调

Location: Dalian

工作地点：大连

Report to: Operations Manager

汇报对象：营运经理

**Job description:**

**岗位描述:**

1. Bills review and entry of payment requests in the system as required by the payment applicants  
票据审核，根据付款申请人的要求在系统中录入付款申请。
2. Follow up on payment process.  
跟进付款流程。
3. Creating purchase orders and placing purchase orders to vendors based on the needs of the business departments.  
根据业务部门需求制作采购订单，并向供应商下达采购指令。
4. Follow up the progress of purchase orders to ensure the orders are shipped on time.  
跟踪采购订单进度，确保订单按时发货。
5. Work closely with freight forwarders and business departments to ensure smooth, efficient and safe logistics.  
与货代及业务部门紧密合作，确保物流的顺利、高效和安全。
6. Doing the records of all expenses.  
做好各项费用的登记。
7. Other operations related matters.  
其他营运部门相关事宜。

**Requirements:**

**岗位要求**

1. Bachelor degree or above.  
本科或以上；
2. Minimum 2 to 3 years of purchasing, logistics or supply chain experience.

至少有 2 至 3 年跨国公司的采购/物流/运输经验。

3. Good command of both written and spoken English and Chinese.  
流利的英语/中文书写和口语能力。
4. Proficient in MS office, with good excel skills, Power BI skill is a plus.  
精通 MS Office， Excel 使用熟练， Power BI 能力为加分项。
5. Effective communication skills with internal and external parties.  
与内部和外部的有效沟通技巧。
6. Detail minded, systematic at work & proactive.  
注重细节，工作系统化，积极主动。
7. Self-management, tasks organization, strong sense of prioritization and urgency, a drive to get things done and adaptable problem solving.  
自我管理，任务管理，有很强的优先次序意识和紧迫感，有完成任务的动力和解决问题的能力。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang at [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)

申请人请将您的简历及期望薪酬发送至：[jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)