

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 established its first Asian branch in 1866 in Hong Kong. The company has been engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不莱梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

HUB/DC - Operations Coordinator

HUB/DC- 营运协调

Location: Shanghai

工作地点: 上海

Report to: Operations Manager

汇报对象: 营运经理

Job description:

工作职责:

This role will be responsible for the daily operations and management of the Non-Bonded Distribution Center (DC), Bonded warehouse (HUB), for a leading German toy manufacturer.

该职位负责为一家德国知名品牌玩具制造商提供非保税分销中心（DC）、保税仓库（HUB）的日常运营和管理。

1. Coordination role and window contact to all relevant parties (internal, external, brands)
对所有相关方（内部、外部、品牌方）起到协调和联络窗口的作用
2. Bills review, costs control
票据审核，成本控制

3. Handle full set Import /Export shipping documents (e.g. Invoice, Packing List, B/L, out of CCC list application), work with customs brokers to carry out customs declaration, paying duties by using Single Window, customs inspection on site, etc
处理全套进口/出口文件（如发票、装箱单、提单、目录外申请），与报关公司合作，安排报关、单一窗口付税，配合海关现场查验等
4. Working closely with forwarders and clients to ensure smooth, efficient & safe flow of import/export goods
与货代及客户紧密合作，确保进出口物流的顺利、高效和安全
5. Inventory management, warehouse performance management
负责库存管理及仓库绩效管理
6. Record and monitor daily operation volume, report quality issues, forecast ear tag operation process lead time.
记录及监控每日操作数量，报告质量问题，预测耳标流程的完成时间。
7. Arrangement of processing plan, rational allocation of resources, on-time completion of processing tasks
安排生产加工计划，合理配置资源，按时完成加工任务
8. Escalation point for logistics issues, i.e. wrong delivery, wrong labels etc.
负责处理一切与物流相关的问题，例如货物错发问题，标签问题等
9. Assist to translate for remote machine fixing between Germany and HUB
负责为德国工程师与 HUB 员工的远程机器维修做翻译工作
10. Conduct HUB and DC monthly operation report, debit note etc.
制作每月 HUB/DC 报告，账单等文书工作
11. Optimize processes, improve productivity at the HUB, reduce production costs
优化 HUB 加工流程，提高生产效率，降低生产成本
12. Weekly meetings with the German logistics department to report on the work of the HUB

和德国物流部门进行每周例会，汇报 HUB 工作

13. Monthly meetings with all relevant German departments to report on the work of the HUB and DC

和德国所有相关部门进行每月例会，汇报 HUB 和 DC 的工作

14. Other operations dept. related matters

其他营运部门相关事宜

Requirements:

任职要求:

1. Bachelor degree or above
本科或以上
2. Minimum 3 to 5 years logistics, supply chain experience, preferred with Key account operation service side
至少有 3 至 5 年跨国公司的物流/运输经验，最好是在物流，仓储方面的经验，有大客户运营服务经验者优先
3. Good command of both written and spoken English and Chinese, Germany is a plus
流利的英语和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

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