

Job opening at Melchers China

The Melchers China organization is a member of the globally operating Melchers Group. Establishing its first Asian branch in 1866 in Hong Kong, Melchers is engaged in doing business with China ever since. Employing over 400 people in Greater China, China is the largest single market for the Melchers Group today.

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. This has led to the development of a wide range of sectors in which we now have a strong presence – ranging from machinery and industrial products through software to sales of luxury goods. Being able to leverage our competencies gained from collaborating with numerous national and international businesses in China, we are able to provide a comprehensive range of service solutions across all functional areas and the entire value chain to make our brand partners' China business a success.

Our 88 spares business (<https://www.88spares.com/about-us/>), aims to empower Indonesia and its people by bringing extra efficiency & effectiveness to the textile industry, one of the country's oldest but most important future growth industries. The company envisions to become a change catalyst of the industry while serving as a digital marketplace for textile manufacturers and spare parts suppliers.. We are looking in Shanghai for an experienced

Purchasing Supervisor**Responsibilities:**

- Order verification, contract payment process follow-up, order data report summary;
- Sort out department contracts and various documents, record purchase progress, arrival time and order delivery and warehousing management;
- Research, inquiry, price comparison and contract signing of cooperative enterprises;
- Sort and input commodity information and supplier data;
- Finish other work assigned by Manager.

Requirements:

- Be responsible, familiar with accounting check, financial knowledge;
- Familiar with asset management, familiar with office and ERP system;
- Good communication and coordination skills, business negotiation ability;
- More than 5 years working experience in mechanical and electrical industry is preferred;



- Fluency in oral English is preferred. Be able to understand English contracts and reply to daily English mails.

Working at Melchers

We give major importance to mutual respect and tolerance in any relationship regardless of the person or position. Our flat hierarchies allow for quick feedback and access to management. Our low staff turnover reflects our reliability and stability as an employer. In order to drive success, we work with annual objectives for each staff member and operate in an environment of providing feedback and seeking continuous improvement from all teams and employees.

Applicants are requested to send their motivation letter, CV, and expected annual salary to HR at hr@bj.melchers.com.cn

