

Job Description: (Operational) Merchandizer / 采购跟单

We are Melchers Components, a business the Melchers group

(<https://www.melchers-components.de/about>)

Reports to: Procurement Manager

Job Overview 工作概述:

The operational merchandizer manages order and deliveries and is the main contact window with the suppliers. He/She has the overall responsibility to deliver products according to our “time - quality – cost” targets.

You will receive orders from our German office and forward them to our suppliers. Check delivery dates, track the order and handle the shipment. In case of any issues with the order you are the main link between our German office and the supplier.

负责管理订单和交货，是与供应商的主要联系窗口。他/她有责任按照我们的“时间-质量-成本”目标交付产品。

你将收到德国办事处的订单，并将订单转发给我们的供应商。检查交货日期，跟踪订单，处理发货。如果订单有任何问题，你是我们德国办事处和供应商之间的主要联系人。

Responsibilities and Duties 职责:

1.Price negotiations for serial production orders and reorders, including clear documentation why prices can/should/must be adjusted. Make the situation transparent to all departments.

Proactively check price influencing factors like material price, labor cost, exchange rate etc.

系列生产订单和重新订购的价格谈判，包括明确的文件说明价格为什么可以/应该/必须调整。使情况对所有部门都透明。积极检查材料价格、人工成本、汇率等价格影响因素。

2. Coordinate/track orders and ensure delivery “on time” – “in quality” – “at cost”. If needed visit the supplier in their factory to follow up face to face.

协调/跟踪订单，确保“按时”——“质量”——“成本”。如有需要，请访问工厂的供应商，以面对面跟进。

3. Track payments and debit notes

跟踪付款和票据

4. Supervise shipments and assure delivery dates match the customer requirements

监督发货，确保交货日期符合客户要求

5. Maintain updated records of purchased products, delivery information and invoices

维护采购产品、交货信息和发票的更新记录

6. Maintain a good personal and business relationship with the suppliers

与供应商保持良好的个人和业务关系

7. Review Orders (POs) provided by Germany for errors and wrong translation

审核德国订单中的错误和错误翻译

8. Maintain all product/order related information

维护所有与产品/订单相关的信息

9. Assist the project team (new products development) in tracking the progress of the projects.

Follow up the sample orders.

协助项目团队（新产品开发）跟踪项目进度。跟进样品订单。

10. Active teamwork/cooperation with team

积极与团队合作

Qualification 任职资格:

1. Engineering or Business background

工程或商科背景

2. Experience in purchasing of technical components or related products

技术部件或相关产品采购经验

3. Negotiation skills

具有谈判技巧

4. Proactive nature

积极主动

5. Understanding of Western culture and customer expectations

理解西方文化及客户需求

6. English fluent

英语流利

7. Customer and service focused

以客户及服务为中心