



Neuhaus is a manufacturer of Belgian luxury chocolates. Founded in 1857, it has been since then sharing its passion and rich history with chocolate lovers all around the world. The group generates a turnover of more than 100 million euros and employs about 500 people.

High quality chocolate products, craftsmanship and passion are keywords of our success.

In order to reinforce our small dynamic team in Shanghai, we are looking for a (m/f)

SUPPLY CHAIN & OFFICE MANAGER

Your function:

- You have full responsibility in our local Supply Chain Management:
 - Purchase & manage stocks in the short- and long-term to ensure we have the right amount of inventory.
 - Guarantee that product delivery takes place on time to ensure the continuity of the organisation and deliver the best service to our customers.
 - Manage the whole importation procedure of goods (order management, importation, CIQ).
 - Select and manage logistic and warehouse partners and local packaging suppliers.
 - Manage projects to support the successful execution of different channels such as pop-up stores, events, collaborations & partnerships.
- You install and control a total quality culture at Neuhaus Shanghai, always having in mind that quality is one of the key pillars:
 - Assure that quality is guaranteed across the whole Supply Chain process to the final consumer.
 - Assure product labels are in line with the Chinese law (review of ingredients, adapt labels to the Chinese regulations)
- You are responsible for Customer Service and the day-to-day operations.
- You manage the back end of our e-commerce activities.
- You ensure the smooth running of the Shanghai Office on a day-to-day basis. Responsibilities typically includes:
 - Management and follow up of incoming and outgoing correspondence to ensure that a smooth administrative flow can be guaranteed,
 - Liaising with staff, suppliers and clients,
 - Manage contract and price negotiations with office vendors, service providers and office lease,
 - Support internal payment processes,
 - Arranging travel, visas and accommodation for the team.
- You report to the China Business Unit Manager and have a dotted line to the Neuhaus Belgian supply chain Director.



Your profile:

- You hold a Bachelor's degree preferably in business, administration or supply chain management
- You have a minimum of 5 years' experience in Supply Chain Management and Operations
- You are pro-active, hands on, a real problem solver and are motivated to learn
- You work autonomously, but thrive in a team environment
- Your constant focus on quality is an essential part of who you are
- You demonstrate a high level of responsiveness in communicating with employees and other external parties using all forms of communication
- Proficiency in MS Office
- You have an excellent time management, skills and ability to multi-task and prioritize work
- You work autonomously, but thrive in a team environment
- You speak fluently Chinese and English

Our offer:

We offer you this function in a passionate, constantly growing and innovative company belonging to a renowned international group. Neuhaus has a strong brand image, high quality products and a very strong willingness to develop the Asian market.

A training will be provided at the Neuhaus headquarters in Belgium to kick off.

Interested?

Send now your CV to the attention of Bianca Eylenbosch, by mail to bianca.eylenbosch@neuhaus.be.