Job Opening at Melchers China (Shanghai)

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.

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. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

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.

To support our growth, we are looking for a

Order Processor

Location: Shanghai

Key responsibilities
主要职责：

- Operate ERP Logistic modules including entry and closing of WO, PO, SO etc. and monitoring these processes
- 操作ERP供应链模块包含录入生产工单，采购订单，销售订单等, 监控订单流程并及时关单
- Daily delivery arrangement, shipment checking & delivery follow-up
- 日常发货安排, 订单状态追踪、更新
- Work closely with business dept and focus on continues improvement on system optimization & update

- 和业务部门紧密合作，持续优化更新业务流程
- Daily report making and data handling
- 日常报表制作，数据处理
- Other work assigned by the leader
- 其他部门经理布置的任务

Requirements

任职要求：

- College degree in finance or accounting, fluent in English
  财务或会计专业大专及以上学历，英文流利
- Strong sense of responsibility, faster learner
  较强责任心，学习能力强
- Good sense of teamwork & good communication skills
  团队合作意识强，沟通能力强。
- Accounting certificate required
  持有会计证
- Good at data analysis; proficient in Microsoft Office; experience of iScala preferred
  良好的数据分析能力；熟练运用office工具（PPT和Excel），如果有iScala经验者最佳

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 Jacquelyn Li at jacquelynli@melchers.com.cn