

HUB/DC - Operations Coordinator

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

Responsibilities:

- Coordination role and window contact to all relevant parties (internal, external, brands)
- Bills review, costs control
- 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
- Working closely with forwarders and clients to ensure smooth, efficient & safe flow of goods
- Inventory/warehouse management & arrangement
- Record and monitor daily operation volume, report quality issues, forecast ear tag operation process lead time.
- Escalation point for logistics issues, i.e. wrong delivery, wrong labels etc.
- Assist to translate for remote machine fixing between Germany and HUB
- Conduct HUB and DC monthly operation report, debit note etc.

Requirements:

- Bachelor degree or above
- Minimum 3 to 5 years logistics, supply chain experience, preferred with Key account operation service side
- Good command of both written and spoken English and Chinese, Germany is a plus
- Proficient in MS office, with good excel skills, Power BI skill is a plus
- Effective communication skills with internal and external parties
- Detail minded, systematic at work & proactive
- Self-management, tasks organization, strong sense of prioritization and urgency, a drive to get things done and adaptable problem solving

Work location: Shanghai

Applicants are requested to send CV, and expected annual salary to Jacquelyn Li at jacquelynli@melchers.com.cn

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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。

职责:

- 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
- 票据审核, 成本控制
- 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
- 与货代及客户紧密合作, 确保物流的顺利、高效和安全
- 负责库存管理及仓库绩效管理
- 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。
- 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
- 负责为德国工程师与 HUB 员工的远程机器维修做翻译工作
- 制作每月 HUB DC 报告, 账单等文书工作

要求:

- 本科或以上
- 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
- 流利的英语和中文书写和口语能力, 有德语能力者为加分项
- 精通 MS Office, Excel 使用熟练, Power BI 能力为加分项
- 与内部和外部的有效沟通技巧
- 注重细节, 工作系统化, 积极主动
- 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

工作地点: 上海

申请人请将简历及期望薪资发送至 jacquelynli@melchers.com.cn