

Scheduling / Administrative Employee

调度/行政专员

Responsibilities 工作职责：

- Communicate and assure the link between the Technical Department and the Front Office while creating and updating administrative data in the system based on technical diagnostics of repair jobs;

根据维修工作的技术诊断书在系统中创建和更新管理数据的同时，并与技术部门和行政部门确保良好的沟通及联系；

- Ensure the daily work assignments while take into account and respect the lead times according to Patek Philippe Standards. Follow up closely on repair jobs with all involved teams and take active measures whenever there are changes to the Schedule;

确保日常工作分配，同时根据百达翡丽标准考虑并尊重完工交货时间。与所有相关团队密切跟进维修工作，并在时间表发生变化时采取积极措施；

- Organize and overview Logistic movements between Beijing customer service and other partners;

组织和概览北京售后部与其他合作伙伴之间的物流流动；

- Assist the managers to organize office operational talks and general maintenance activities;

协助经理组织办公室操作会谈和工作间的普通维护工作；

- Keep record of the Repair inventory at all times and organize routine inspections. Monitor the accuracy of Repair Job Statuses. Follow up on critical information with the different teams (Stock delays, tech. delays, QC Delays) and

update information in the system. Generate priorities listings for Repair jobs in order to maintain the lead times. Overview the Admin completion of all repairs and coordinate with front office team;

随时记录维修库存并组织例行检查，监控维修作业统计信息的准确性。跟进不同团队的关键信息（库存延迟、技术延迟、QC 延迟）并更新系统中的信息。为维修工作生成优先列表以确保维修周期。最后检查所有完工的腕表并与顾客接待团队协调；

- Organize and overview logistic Movements between Beijing and Shanghai;
组织和安排北京和上海之间的物流工作；
- Ensures the accuracy and reliability of RJ data in the System. Convert technical diagnostics in to the system and deliver all information to the front office to communicate with the client. Take the pics for daily receive watches;

保证系统中维修单号数据的准确性和可靠性。将技术诊断书更新到系统中，并将所有信息传递给前台，以便与客户进行沟通。完成日常收到腕表的照片拍摄工作；

- Collecting weekly and monthly data related to the service operation.
Participates in the implementation of action plans and new processes that have been validated.

收集与服务运营相关的每周和每月数据。参与已通过的行动计划和新流程的实施。

Qualifications 任职要求：

- University graduate in a related field;
相关领域大学毕业

- 2 to 3 years' experience in production monitoring. (Ideally in an industrial or service setting);
2 至 3 年生产监控经验。（理想情况下有在工业或服务行行业相关的）；
- Good to very good knowledge of office tools (MS-Office);
良好的 office 工具使用；
- Availability & Team spirit; Interest in administrative tasks;
可用性和团队精神；对行政工作感兴趣
- Excellent Chinese communication skills (oral and written);
优秀的中文沟通能力（口头及书面）；
- Good English communication skills (oral and written);
良好的英语沟通能力（口头及书面）；
- Friendly and cheerful personality.
个性友好开朗

Location: Beijing 北京