

Job opening at Melchers (Shanghai) Ltd.

The Melchers China organization is a member of the globally operating Melchers Group. Establishing its first Asian branch in 1866 in Hong Kong, Melchers is engaged in doing business with China ever since. Employing over 400 people in Greater China, China is the largest single market for the Melchers Group today.

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. This has led to the development of a wide range of sectors in which we now have a strong presence – ranging from machinery and industrial products through software to sales of luxury goods. Being able to leverage our competencies gained from collaborating with numerous national and international businesses in China, we are able to provide a comprehensive range of service solutions across all functional areas and the entire value chain to make our brand partners' China business a success. Our core competencies are sales, marketing and distribution (as the agent of the manufacturer/brand owner), after sales services and training, retail, sourcing and quality control, corporate and platform services.

To grow our business we are looking for an experienced

Sourcing Engineer

Location: Shanghai

Products

Technical Components, Casting parts, machining parts, welding parts, plastic parts
技术部件、铸造部件、机加工部件、焊接部件、塑料部件

Responsibilities

- Translate customer requirements in a way they can be understood by the supplier (e.g. drawings)
以供应商能够理解的方式翻译客户要求（如图纸）



MELCHERS (BEIJING) LTD.

Unit 503-504, Beijing Tower
10 Chang An Ave. (East)
Beijing, 100006, China

北京市东城区东长安街10号
长安俱乐部 503-504 室
邮编: 100006

Telephone: +86 10 6525 7775
Email: beijing@melchers.com.cn
Website: www.melchers-china.com



- Break down & understanding of customer specific requirement & regulations and industry standards (e.g. German DIN requirements)
分解并理解客户特定要求、法规和行业标准（如德国 DIN 要求）
- Close communication with the Supplier technical staff during project development, to ensure requirements are understood and executed.
在项目开发期间与供应商技术人员密切沟通，以确保理解并执行要求
- Project Management for more technically demanding projects
对更高技术要求的项目进行项目管理
- Quality planning during project development (e.g. create QC report layout, Quality checklists)
项目开发期间的质量规划（例如，创建 QC 报告、质量检查表）
- Continues Improvement of quality process
持续改进质量流程
- Oversee sample inspection and approval (including 0-series)
监督样品检查和批准（包括 0 系列）
- Hand over project to merchandizer after first batch finished
第一批货物完成后，将项目移交给跟单员
- Audit and evaluate suppliers
审核和评估供应商
- Help suppliers for root cause analysis for production defects (8D)
帮助供应商进行生产缺陷的根本原因分析（8D）
- Continues supplier development, help our suppliers to become better and more efficient
持续发展供应商，帮助我们的供应商变得更好、更高效
- Guide merchandiser team in all technical & QC matters
指导跟单员团队处理所有技术和质量控制事宜

Requirements

- University degree in mechanical engineering, manufacturing technology, mechatronics or related
机械工程、制造技术、机电一体化或相关专业本科以上学历
- preferably 2 years' experience in manufacturing or trading company. With sufficient technical experience technical fresh graduates also welcome.
有 2 年制造或贸易公司工作经验为佳。技术经验丰富的应届毕业生也欢迎。



- **Understanding of Western culture and customer expectations**
了解西方文化和客户期望
- **Solid understanding of quality management and modern quality control technologies**
对质量管理和现代质量控制技术有深入了解
- **Practical work experience in manufacturing sector**
有制造业的实际工作经验
- **Candidates must have an interest in working “hands-on” with suppliers**
应聘者必须有兴趣与供应商“动手”合作
- **Good knowledge of quality assurance concepts and international standards such as ISO, CE, DIN, TUV/GS etc. as well as the quality requirements of overseas markets (Europe, North America)**
熟悉质量保证概念和国际标准，如 ISO、CE、DIN、TUV/GS 等，以及海外市场（欧洲、北美）的质量要求
- **Must be a team player with strong communication and social skills (with colleagues in China and Germany, factories)**
必须具有团队合作精神，具有较强的沟通和社交能力（与中国和德国的同事、工厂合作）
- **Must be able and willing to travel**
能够适应出差
- **English: Written and spoken on business level. German is a Plus.**
英语：商务层面的书面和口语。懂德语优先。
- **Computer skills: Microsoft Office (Word, Excel), email, internet**
计算机技能：Microsoft Office（Word、Excel）、电子邮件、互联网

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 koehler@melchers.com.cn

