

Company Profile

公司简介

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 established its first Asian branch in 1866 in Hong Kong. The company has been engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不莱梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

Operations Coordinator

营运协调（关务）

Location: Shanghai

工作地点: 上海

Report to: Operations Manager

汇报对象: 营运经理

Job description:

工作职责:

1. Responsible for the preparation, review and processing of customs declaration, inspection and related documents for import and export.
负责客户进出口货物的报关、报检及相关单证的准备、审核与处理。
2. Handling enquiries and reviews from customs and tax authorities as well as disputes over import and export goods.
处理海关及税务部门的询问、复核以及进出口货物纠纷的处理。
3. Coordinating and communicating with customers on specific processes, solving customers' problems and relevant policy updates.
与客户协调沟通具体过程，解决客户问题和相关政策更新。

4. Understand and grasp the relevant policy information in time; and communicate the relevant information notification to the collaborating departments.
及时了解 and 掌握相关政策信息；并将相关信息通知传达到各协作部门。
5. Coordinate communication and co-operation with customs, logistics, freight forwarders, warehouses, business units, operations, accounting to ensure smooth, efficient and safe logistics.
协调与海关、物流、货代、仓库、业务、运营、结算等部门，确保物流的顺利、高效和安全。
6. Ensure that the import and export business is in line with relevant laws and regulations and the company's internal processes.
确保进出口业务符合国家相关法律法规及公司内部流程。
7. Continuously optimize the process to improve the efficiency and accuracy of customs clearance and reduce the risk of business operations.
持续优化流程，提升通关效率与准确性，降低企业运营风险。
8. Bills review, enter payment applications in the system according to the requirements of payment applicants, and follow up the payment process.
票据审核，根据付款申请人的要求在系统中录入付款申请，跟进付款
9. Produce purchase orders according to the needs of business departments and issue POs to suppliers.
根据业务部门需求制作采购订单，并向供应商下达采购指令。
10. Follow up the progress of POs to ensure that the orders are shipped on time.
跟踪采购订单进度，确保订单按时发货。
11. To make registration of all expenses.
做好各项费用的登记。
12. Other operations related matters.
其他营运部门相关事宜。

Requirements:

任职要求:

1. College degree or above, international trade, logistics, customs clearance and other related majors preferred.
大专及以上学历，国际贸易、物流、报关等相关专业优先。
2. With more than 2-3 years of experience in import and export customs operation, familiar with import and export process, familiar with customs declaration and inspection process and documentation system, proficient in the use of single window and electronic port system.
具有 2-3 年以上进出口关务运作经验，熟悉进出口业务流程，熟悉海关报关报检流程和票证制度，熟练使用单一窗口和电子口岸系统。
3. Familiar with customs HS code, Incoterms, import costing, commodity inspection, claims and relevant laws and regulations.
熟悉海关 HS 编码、国际贸易术语、进口成本核算、商检、索赔及相关法律法。
4. Good communication and coordination skills and sense of responsibility, strong analytical and problem-solving skills, able to independently deal with complex issues and adapt to strong work pressure.
具备良好的沟通协调能力和责任心，具有较强的分析问题和解决问题的能力，能独立处理复杂问题，能适应较强的工作压力。
5. Responsible, rigorous work attitude and good service consciousness.
有责任心、严谨的工作态度和良好的服务意识。
6. Mastery of business English, good English reading and writing skills, able to deal with English documents and communications, excellent spoken language is preferred.
掌握商务英语，具备良好的英语阅读和写作能力，能够处理英文文件和通讯，口语优秀者优先。
7. Proficient in the use of office software, such as EXCEL, WORD, etc..
熟练使用办公软件，如 EXCEL、WORD 等。

8. Proactive sense of constantly updating skills knowledge base and focusing on the collection of relevant government policies.
不断更新技能知识库，注重相关政府政策收集的主动意识。
9. Effective communication skills with internal and external parties, attention to detail, working systematically and proactively.
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。
10. Self-management, task management, strong sense of prioritization and urgency, motivation to complete tasks and problem-solving skills.
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。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang at jojozhang@melchers.com.cn

申请人请将您的简历及期望薪酬发送至：jojozhang@melchers.com.cn