## ROLE PROFILE

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| **Role Title** | **Supply Chain Executive** |
| **Internal Reference** | ODC-0219 |
| **Business Unit / Group Function** | ODC |
| **BU Team / Sub-Function** | Supply Chain |
| **Location** | Shanghai |
| **Team Leader Role** | Head of Finance China |
| **Role Level** | 5 |
| **Team Members** | No |
| **Role Purpose** To provide operation and administration support to Supply Chain, to bridge the local operation related communication between company, distributors and 3rd party logistic service partner/ import agency |
| **Accountabilities**I．Supply Chain· Responsible for handling and monitoring shipment status and follow up the relevant documentations and system update.· Liaise with distributors, logistic company, and warehouse for delivery arrangement.· Coordinate and liaise internal department and external for stock movement.· Liaise with UK suppliers and follow up order status.· Cooperate with external warehouse to ensure the inventory accuracy at warehouse.· Handle sales orders follow up and issue related documents (order confirmation, invoice, delivery note ect.)· Liaise with distributors, logistic company, and warehouse for delivery arrangement.· Handle shipment forecast & Planning,· Prepare monthly internal inventory report and wholesaler inventory report.· Handle TNT reporting and tracking· Handle Quality reporting and tacking· Handle import/export declaration, import/ export permit application and duty paid application.· Any other ad-hoc duties.· II. Office admin· Handle general clerical duties and provide administration support , work outdoor if necessary (go to bank , post office etc)· Provide full spectrum of office administrative support, including office supplies handling, office equipment & facilities maintenance, insurance & license renewal, etc· Liaise and coordinate with external vendors and service providers as well as monitor· Perform any other ad hoc tasks as assigned.· III. Finance· Monthly supplier payment· Bank Reconciliation· Bank payment application (SOD requirement)Key Performance MetricsKPI Description1. Facilitate to plan, execute and track trade promotion and activations • Work with team to plan, execute and track trade promotions and activations under agreed investment2. Track the progress of growth drivers for better trade planning • Actively utilize fact based trade database/information to drive and track growth drivers.3. Work closely with sales team and key stakeholders to understand market opportunity and potentials. • Work closely with sales team and key stakeholders to understand market opportunities and pote |
| **Created by:** | Amy Wu |
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