## 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 Metrics KPI Description 1. Facilitate to plan, execute and track trade promotion and activations • Work with team to plan, execute and track trade promotions and activations under agreed investment 2. 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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