



Job advertisement

Eco Green Energy is a French company specializes in research, development, production, and sales of solar PV products. Our factory and headquarter are located in Nantong, in the eastern Chinese province of Jiangsu, and our sales and marketing office is located in Shanghai. Eco Green Energy is one of the leading manufacturers and exporters of solar energy devices worldwide.

Since its creation in 2008, Eco Green Energy accomplished significant achievements in terms of international distribution, advance product certification, marketing innovation, account management and after sales follow up, in order to satisfy all its partner and extend its distribution channel.

Eco Green Energy offers solar energy products for any kind of projects, from small applications intended for individuals, up to very large government projects. Now we're looking for some talents to join us due to the business expansion.

The vacant position:

Purchase Specialist

Purchase specialist brief:

Purchasing specialist responsibilities include evaluating vendors, negotiating contracts and preparing reports (e.g. on orders and costs.) For this role, you should have good knowledge of market research, along with solid analytical skills to make sure you're identifying the most profitable offers.

Ultimately, you'll create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.

Job description:

- 1.Researching and identifying prospective suppliers.
- 2.Liaising with internal teams and maintaining strong supplier relations.
- 3.Evaluating products and suppliers according to key business criteria.
- 4.Ensure competent quality execution of all regular purchasing duties and administrative works.
- 5.Maintain complete updated purchasing records/data and pricing in the system.
- 6.Prepare reports.
- 7.Schedule supplier visits and conduct competitor survey.
- 8.Preparing proposals, requesting quotes, and negotiating purchase terms and conditions.
- 9.Preparing and issuing purchase orders and agreements.
- 10.Monitoring supplier performance and resolving issues and concerns.
- 11.Inspecting and evaluating the quality of purchased items and resolving shortcomings.
- 12.Analyzing industry and demand trends and supporting senior management with the development



and implementation of sourcing strategies.

13. Complying with company policies, procedures, and regulatory standards.

14. Attend trade shows and exhibitions to stay up-to-date with industry trends.

15. Other tasks assigned by leader.

Essential Skills:

Bachelor's degree in Business Administration, Economics or related fields.

1. Minimum 2-5 years of Procurement experience preferably in related business field.

3. Flexibility to work well in a dynamic, sometimes stressful and demanding team environment.

4. Ability to analyze and evaluate data.

5. Good negotiation, communication (oral and written), analytical and problem solving skills.

6. Detail-oriented and financially literate.

Using logic and reasoning to identify a problem and find solution.

Working location: Shanghai, Nantong city, Jiangsu Province

We provide you: RMB Salary (monthly) + Bonus