

Contract Global Procurement Assistant (3 months Full time)

Job Description:

- Assist in Purchase order management (validation and modification through system, execution of the supply plan)
- Assist in Fabric booking management (confirm quantity and send Fabric booking letter) in accordance with inbound planning / collection information
- Participate in Garment booking management in accordance with capacity planning
- Input claims settlement through the system and inform internal and external partners
- Support the handover of technical files
- Support the global benchmark (look at market intelligence, mega trends, best countries), sourcing fairs
- Coordinate with departmental project teams on tasks as per objectives.
- Contribute and be actor in company projects to develop efficiency and support changes of the organization

Requirements:

- University graduate in Procurement/Purchasing/Textile Engineering/Clothing or related discipline
- A good team player and self-motivated
- Good command of English and Mandarin
- Immediate available is highly preferred
- Fresh Graduates are also welcome

We offer 5 days work, attractive compensation package to the right candidate. Interested parties, please email your CV to hr.hk@kiabiasia.com indicating expected salary to us.

The data collected will be used for recruitment purpose only.