

JOB DESCRIPTION FORM

JOB TITLE / JOB CODE :	Traceability Analyst
DEPARTMENT:	Traceability and CSR
LOCATION:	Hong Kong
JOB REPORTS TO (TITLE):	Senior Traceability Manager
Contact:	Toiny.pang@carters.com / mobile: 67518533 or 60883917
REVISION DATE:	19 July 2022
ESSENTIAL JOB FUNCTIONS (TASKS, DUTIES AND RESPONSIBILITIES MOST IMPORTANT TO GET THE JOB DONE)	
<p>80%: Traceability Projects</p> <ul style="list-style-type: none"> • Act as one of the key point of contact in chasing suppliers progress meet target timeline and expectations, working alongside with Senior Traceability Manager • Follow up of all traceability and sustainability projects in Carters including exclusive brands. • Respond requests from internal/external stakeholders on product traceability status and information. • Responsible for validating documents and negotiating with key stakeholders to find resolution meet various goals requirements. • Support existing suppliers in continuous improvement through corrective action plan implementation and ensure new suppliers meet traceability requirements. • Data Analysis of supply chain information and transform into cooperate reporting e.g., ESG reports or any internal and external reporting. • Assist the development of training materials and perform training for internal and external users. • Support new traceability systems benchmarking and system enhancements. <p>20%: Sustainability and Chemical Projects</p> <ul style="list-style-type: none"> • Open to support other related projects as well raw materials (BCI), manufacturing/raw material sourcing, chemical(BHive) and carbon emission(MSMA/ISC), etc. 	
SUPERVISORY / BUDGETARY / EXTERNAL COMMUNICATION RESPONSIBILITY	
– This role typically reports into Toiny Pang	
SECONDARY FUNCTIONS (IF APPLICABLE – ANY DUTIES NOT CONSIDERED ESSENTIAL)	
– No	
KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS (MINIMUM COMPETENCIES REQUIRED FOR JOB PERFORMANCE)	
<ul style="list-style-type: none"> • 1-2 years of Data analysis experience with strong analytical skills and ability to learn new systems. • Good understanding of supply chain and raw material process in the apparel industry will be benefit. • Data-minded and understanding of process mapping and system architecture. • Project management experience with good communication skills and ability to persuade and influence. • Ability to build relationships across all levels of the organization, internal and external parties. • Analytical mindset and able to work well with ambiguity and adapt to change. • Open minded and flexible, willing to accept new Challenges, Innovative. • Strong communication skills including spoken and written English • Strong computer skills (MS Word, Excel & Powerpoint), PowerBI will be bonus. 	
PRIOR WORK EXPERIENCE AND EDUCATIONAL REQUIREMENTS	
– University Degree	

- Preferred Textile/ Environmental/ Supply chain Management or all other related business area.

PHYSICAL DEMANDS

(For all corporate office locations)

- Normal office environment with limited travel.
- Role is based in our Hong Kong office location.

Interested Candidates please send CV to toiny.pang@carters.com or what's apps: 67518533 / 60883917

NOTE: This job description is not intended to be all-inclusive. The duties described may be changed or reassigned at the discretion of management, and the employee may be required to perform duties that are not listed in the job description.