



Shanghai Chemical Industry Park

Junior Purchasing Specialist

responsibility

- Assist purchase supervisor's daily work;
- Current supplier management;
- Be responsible the whole procurement process of related products, from sourcing to quality control and after sales service;
- To prepare all payment requests according to the negotiated payment terms;
- Assist purchase supervisor to draft annual purchase plan based on the purchase requests from every department;
- Assist to contact with customs and handle the issues related to customs. Create and update in time the list of imported equipments for duty-free and spare parts.

requirement

- At least college education in relevant majors;
- 1-year purchase experience in chemical industry, good graduates is also welcome;
- Good written English. Familiar with Microsoft Office;
- Good communication skill.

contact

Interested party may send us your resume to fang_dai@scipsita.com .