



LOGISTICS SPECIALIST

YOUR TASKS

1. Order management:
 1. Pull out data from POS/Leqee system to translate them into replenishment requests based on the aligned replenishment frequency and customer stock level.
 2. Proceed sales orders in SAP based on approved sales orders to make sure the finish goods stock is ready in customer on time and in full.
 3. Proceed return orders based on the approved requests.
 4. Co-work with Commercial team and Logistics to handle urgent case, quick action taken for out-of-stock case.
 5. Make delivery reports in SAP.
1. Inventory management:
 1. Stock reconciliation, stock download from SAP and sales' system for stock comparison - Daily.
 2. Report stock discrepancy to related department for result check and documentation - Daily.
 3. Work with sales team to make stock taking plan - Monthly.
 4. Physical stock taking on site - Monthly.
 5. Make and document stock taking report - Monthly.

Please type in the INTERNAL job description (e.g. Career Connect).

YOUR PROFILE

- Bachelor's degree or above.
- Good English communication skills.
- Familiar with SAP MM model and experience in warehouse inventory management
- Analytical thinking, good communication and result oriented.
- Be open and positive.

JOB DETAILS

Contract Type: Limited, 3 Years / Full-Time
Country / City: China / Shanghai
Company: NIVEA (Shanghai) Company
Job ID: 16365