

Sourcing specialist (Junior profile welcome)

Fame Bros. Limited

Aberdeen

HK\$14,000 - 30,000 /month

Posted on 21-Apr-22

Job Highlights

- Medical Insurance
- 5-day work week, bank holiday
- Immediately available is preferable

Job Description

FAME BROS Limited is an international trading house active in textile. FAME BROS Limited is a third generation family-run company headquartered in Hong Kong managing 2 brands:

- 1- Cinereplicas, the ultimate go to source for premium Disney, Harry Potter, Game of Thrones, Lord of the Rings and more license's merchandise.
- 2- Elly la Fripouille, a premium UV 50+ sun protective swimwear brand for babies and kids.

We are inviting you to join our dynamic young team at the heart of the new Aberdeen. Our office is just a minute walk from Wong Chuk Hang MTR Station and 11 mins from Admiralty station.

Visit our company website <https://www.fame-bros.com/> for more information.

Job Responsibilities

You will participate in not only the sourcing of our current products, you will also help the team develop new ideas, and :

- Factories sourcing and price negotiation ;
- Daily follow up with factories on sample process, product development and orders;
- Prepare purchasing orders, quotations, price comparisons;
- Monitor inventory movement and purchasing needs;
- Communicate with suppliers for the performance of products and quality;
- Work closely with packaging subcontractors for shipment schedule and arrangement;
- Manage and update all purchasing documents and records;
- Provide the purchasing administrative and clerical support;
- Collaborate with design and packaging team to create product specifications;

- Sourcing of new suppliers to support project development and cost down;
- Improve original products: update product characteristics with designers or suppliers, bargain prices for repeat orders;
- Schedule Compliance and Safety Audits for factories
- Manage all details of purchase order processing
- Scheduling and follow through on QA process
- Follow up and manage deadlines for samples and new designs through timely teamwork with design department

Job Requirements:

- Diploma or above in business administration, sourcing or other relevant disciplines;
- Experience in dealing with factories in China;
- Less experience will be considered as Assistant Sourcing Officer;
- Excellent negotiation & communication, analytical, sourcing, planning and interpersonal skills;
- Mature, independent and self-motivated;
- Good knowledge in MS Excel, PowerPoint, Word and Chinese word processing;
- Fluent in spoken/written English and Mandarin;
- Willing to learn;
- Immediately available is preferable

We offer:

- 5-day work week
- Public holidays
- Year-end bonus based on performance