



JOB DESCRIPTION

POSITION: SUPPLY CHAIN DEVELOPMENT DIRECTOR

I. COMPANY INFORMATION

ADC PLASTIC was established in 2004, That's Vietnam leading manufacturer and exporter with nearly 20 years of experience in the field of Raw Material for Plastic Industry (Calcium Carbonate Filler Masterbatch and White Masterbatch) provides for Packaging Industry, PE, PP Shopping Bag Manufacturer, PP Non Woven Factories, Household Injection Moulding, Plastic Bottles Manufacturers,...

With the Vision that “**Becoming the world’s top1 plastic filler masterbatch manufacturer**” and the Mision “**Contributing to Society**”, ADC PLASTIC affirms its position and becomes a reliable partner of customers worldwide.

1. BUSINESS FIELD: Manufacturing – Import & Export Plastic raw materials

2. COMPANY NAME: ADC PLASTIC (A Dong Plastic Joint Stock Company)

3. HEAD OFFICE ADDRESS: No. 14-15, A18-BTSL2, Le Trong Tan str., An Khanh, Hoai Duc, Hanoi, Viet Nam

4. FACTORY ADDRESS: Rd. D1, Yen My II Industrial Park, Yen My, Hung Yen, Viet Nam

5. WEBSITE: <https://adcplastic.com>

II. JOB REQUIREMENTS

We are looking for immediate hiring a **NEW COLLEAGUE** - Who have knowledge, skills and experience in the field of **SUPPLY CHAIN DEVELOPMENT** to join our organization for **DEVELOPING CAREER TOGETHER**. This position will be responsible for leading the aspects of the production process, purchasing, transportation, material warehousing, inventory control and distribution of finished goods.....

1. JOB TITLE: Business Develoment Representative

2. ON-SITE: FULL TIME

3. WORKING LOCATION:

No. 14-15, A18-BTSL2, Le Trong Tan str., An Khanh, Hoai Duc, Hanoi, Viet Nam

Factories and Other locations according to job requirements

4. JOB PURPOSE

Ensure that resources, materials, information and services are provided and coordinated effectively from the source (supplier, raw material supply) through the production process to the end user (ADC’s customer):

Continuous supply

Optimize costs

Ensure quality

Risk management

Enhance interaction

5. MAIN RESPONSIBILITIES

5.1. DEVELOP TEAM IN SUPPLY CHAIN OPERATIONS

- Build training programs to develop the supply chain operations team
- Attract and retain talents who share the same purpose and aspiration for development;
- Inspire, share passion, meaning and value of work with ADC colleagues with the goal of bringing maximum benefits to customers and partners;

5.2. BUILD POLICIES AND COMMERCIAL STANDARDS

- Coordinate with the Market Research and Development Department to update market information (Price, policy, product quality grading trend, Companies in the Same industry)
- Coordinate to build, complete, advise the Board of Directors on policies and trade standards to ensure support for business development to achieve the set goals.

5.3. MANAGE PURCHASING, SUPPLYING OPERATIONS IN MULTIPLE REGIONS AND SUPPORT PURCHASING ACTIVITIES

- Ensure the provision of resources, materials and products according to customer needs and desires.
- Identify and advise the Board of Directors on opportunities to improve the purchasing process to optimize efficiency and increase competitive advantage for the Enterprise

5.4. BUILD AND IMPLEMENT SPECIFIC PURCHASING STRATEGIES IN A REGION

- Analyze market data and search for suitable sources of supply
- Build, maintain and develop Supplier relationships

5.5. LINK AND SYNCHRONIZE PURCHASING ACTIVITIES (DIRECT, INDIRECT MATERIALS; LOGISTICS ACTIVITIES)

- Ensure that the enterprise always has enough input materials for continuous production and business, while meeting customer needs
- Coordinate with the Market Development and Customer Relations Department, Production Department to implement orders to ensure on schedule with the best efficiency (Raw materials in stock, Finished products in stock,)
- Optimize and link the work process with suppliers, partners

5.6. NEGOTIATE AND ENSURE SUPPLY, SUPPLIER PERFORMANCE

- Conduct regular assessments of supplier performance and resolve any issues that may arise during the purchasing process.
- Plan, strategize, negotiate prices, negotiate with suppliers to optimize cost efficiency.

5.7. MANAGE AND DEVELOP SUPPLY SOURCES, PARTNER RELATIONSHIPS

- Work directly with partners at their production locations.

III. STANDARD REQUIREMENTS FOR CANDIDATES



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POSITION: SUPPLY CHAIN DEVELOPMENT DIRECTOR

1. EDUCATION LEVEL: Bachelor or higher

2. TRAINING MAJOR: Business Administration, Marketing, International Business, Economics, or related fields, ...

3. QUALIFICATIONS

- 8 years of experience in purchasing, supply chain development
- 3 years of experience in supply chain development in equivalent positions of B2B Industrial manufacturing companies is an advantage

4. ACCUMULATION TO BE ACHIEVED

- Understand the steps of purchasing and sales, customer development
- Good communication, negotiation skills
- Understand the international transportation regulations and customs procedures.
- Understand the knowledge of import-export, international purchasing, supplier access channels in the international B2B market of Industry.

5. LANGUAGE OF APPLICATION DOCUMENTS Bilingual English/Vietnamese

6. FOREIGN LANGUAGE SKILLS:

- Fluent in English communication 4 skills (Listening, speaking, reading, writing): TOEIC > 650/ IELTS > 5.0
- Or Fluent in Chinese communication: HSK 3 or higher

IV. BENEFITS OF CANDIDATES WHEN JOINING ADC

1. INCOME:

ADC PLASTIC's COMMITMENT "With the contribution of each COLLEAGUE to the development of the organization, the income will always be commensurate with the performance and capacity"

2. CAREER DEVELOPMENT OPPORTUNITIES AND INCREASING VALUE CONTRIBUTION TO SOCIETY

ADC PLASTIC is proud to be an environment that always has opportunities for our COLLEAGUES to expand their scope of work, learning and career development opportunities with the best working conditions.

Ensure Development Opportunities are fair, transparent for all ADC PLASTIC Colleagues. We aim for the common goal "Same Career - Same Capacity - Same Orientation - Same Development

Ensure the welfare policies, treatment and honor the human value and social position