



JOB DESCRIPTION

POSITION: LOGISTIC AND SUPPLY CHAIN EXECUTIVE

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 **LOGISTIC & SUPPLY CHAIN DEVELOPMENT** to join our organization for **DEVELOPING CAREER TOGETHER**. This position will be responsible for managing the purchasing process, overseeing the supply chain operations, ensuring the purchase of raw materials, transportation, warehousing of finished products and timely and efficient resources for ADC PLASTIC's production activities.

1. JOB TITLE: Logistic & Supply Chain Executive

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

4.1. Develop the number of suppliers and sources of raw materials

4.2. Monitor, improve efficiency, quality and innovation in the supply chain

5. MAIN RESPONSIBILITIES

5.1. DEVELOP AND LOOK FOR SUPPLIERS

- Analyze market data and search for suitable sources of supply
- Identify and evaluate potential suppliers, negotiate contracts and establish long-term relationships to ensure a stable and reliable supply chain.
- Maintain and develop Supplier relationships

5.2. BUILD RAW MATERIALS - FINISHED PRODUCTS PLAN (EXPORT - IMPORT - STORAGE - TRANSPORTATION)

- Coordinate with internal stakeholders to implement the activities of exporting - importing - warehousing - transporting raw materials and finished products according to the plan.

5.3. ENSURE QUALITY

- Coordinate with the quality control department to ensure the quality standards for the purchased materials.
- Ensure that suppliers comply with the agreed quality specifications.

5.4. OPTIMIZE SUPPLY CHAIN COSTS

- Coordinate closely with the Logistic, Production department to optimize the amount of raw materials in stock and delivery time.
- Identify and advise Management on opportunities to improve the purchasing process to optimize efficiency, cost and increase competitive advantage for the Enterprise

III. STANDARD REQUIREMENTS FOR CANDIDATES

1. EDUCATION LEVEL: Bachelor or higher

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

3. QUALIFICATIONS

- 6 year's experience in purchasing, supply chain development
- 1 year's experience in purchasing for Plastic Industry is an advantage

4. ACCUMULATION TO BE ACHIEVED

- Understand the steps of purchasing and sales, customer development
- 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.
- Good communication, organization, problem-solving skills.

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



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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