



CHINA PURCHASING ASSISTANT

JBC Soldering S.L., is a global company with over 90 years' experience at the technological forefront of the manufacturing of electronics soldering and rework tools. Our customers include some of the most important technological companies in the world, in the industrial sectors of ICT, Military, Automotive, Medical, etc. With Headquarter in Barcelona (Spain), it has different other subsidiaries around the World (México, China, Japan and India).

We are looking for an experienced administrative for the position of China Purchasing Assistant, who will actively carry out the administrative purchases' operations in the China market.

Job Description:

Primary responsibilities and duties of the China Purchasing Assistant will include:

- Administrative management of purchases.
- Input and follow-up orders.
- Shipment and logistics of orders.
- Research for potencial suppliers.

Requirements, desired skills and experience:

- Degree in Business Administration or equivalent.
- Experience in Purchases Administration and Logistics or Administrative tasks related to the Department.
- Bilingual Chinese - Spanish.
- High level of English.
- Availability to travel.

We offer:

- Remuneration according to experience and worth of the candidate.
- Full contract with a trial period of six months.
- The position is open for immediate hiring.
- Working time: From 7:00 to 15:20h

Important: This is an on-site job in Molins de Rei (Barcelona).

Call to action and contact information:

In order to apply, please send an email with your CV to osegura@jbctools.com

For more information regarding JBC, visit www.jbctools.com.