

Sourcing Manager / Consultant

Position: Sourcing Manager / Consultant

Type: Entry / Part-time (5 – 10hrs / week)

Location: Remote or Hybrid

Start Date: July / August 2022

Job Summary

- Directly support client product and material sourcing projects; Oversee specific accounts through the product and material sourcing process
- Directly communicate with domestic and international suppliers and manufacturers to verify manufacturing capabilities and product specifications
- Calculate forecasted and actual import costs and landing costs (training provided)
- Support in communication with company's overseas sourcing partners (Shanghai and Singapore)
- Support in communication with freight forwarder and customs brokerage partners
- Update and improve internal sourcing process trackers and project workflows
- Support in managing CRM and client engagement
- Report to company owner and/or assigned clients directly

Preferred Qualifications

- Completion of a degree program; Demonstrated coursework in business, international relations, law, or other relevant studies
- Basic understanding of international supply chains and modern challenges
- Basic understanding of industrial design processes and manufacturing processes; Industrial engineering background a plus
- Experience working overseas or with cross-border teams
- Strong use of Microsoft Excel; Proficient in Microsoft and Adobe suite
- Professionalism and honesty; Service oriented
- Ability to effectively manage own time and meet deadlines
- Fluent English speaker; Foreign language abilities a plus

Benefits

- Training covering practical knowledge in international sourcing processes, international logistics, trade compliance, import cost forecasting
- Option to attend relevant industry education events
- Support in pursuing relevant industry certifications
- Flexible schedule – work on your own time
- Fully remote work