

爱乐职位内部推荐及招聘 ECS Internal Job Advertisement

Dear All / 各位员工,

现爱乐苏州有以下职位需求, 且有部分应届生职位, 欢迎推荐合适人员, 具体要求如下:

There are many new vacancies opened in ECS, please kindly find the details as follows, if you happened to know someone suitable for the vacancies, you can recommend them to apply for our interview accordingly.

Positon 1: IT (外招/内聘) 1人

职位描述/ Job Description:

- 1) Responsible for the process of new employees and leaving employees (arrange the seat, phone number, create the account, give IT training / delete account); 为新员工/离职员工准备办公设备/删除账号;
- 2) Create the Skype for business account (together with AST) and update intranet for the new employee; 为新员工创建账号;
- 3) Carry out the backup plan and restore files; 文件备份;
- 4) Arrange the VPN, Mobile Iron, USB access and folder access; 相关权限开放;
- 5) Check the LEDs of the server, storage systems, firewall, network switches, backup batteries and air condition; 检查服务器、存储系统、防火墙、网络交换机、备用电池、空调指示灯正常运行;
- 6) Check the finger print scanner and ensure that BDE works; 维护 BDE 系统正常工作;
- 7) Ensure that Kaspersky works on every computer; 确保杀毒软件正常运行;
- 8) Purchase new computers, install all necessary programs and scrap old ones; 办公设备更新, 安装必要的程序;
- 9) Purchase printers, phones, iPad and other necessary equipment (telephone cable, mouse, headset etc.)
- 10) Makes the inventory for the fixed assets every year; 年度固定资产盘点;

任职要求/ Requirement:

- 1) 大专以上, 计算机专业; College degree or above, major in computer science;
- 2) 2年以上 IT 相关工作经验; At least 2 years relevant working experience;

Positon 2: Internal Sales/销售内勤 (外招/内聘) 1人

职位描述/ Job Description:

- 1) Customer Order Handling
客户订单的处理

- 2) Prepare packing list, invoice of system (export customer) and send to related department and customer
准备送货清单与发票并发送给相关部门和客户
- 3) Print take out of paper from system based on packing list
系统中打印送货清单
- 4) Print system invoice and apply VAT invoices with finance, post VAT invoice to customer based on customer requirement
打印系统发票，与财务办理增值税发票，根据客户要求为客户开具增值税发票
- 5) Collect payment of customers
向客户收款
- 6) Record delay delivery
记录延迟交货
- 7) Make quotation to group company "BreMi"
向集团公司 BreMi 报价
- 8) Make yearly "Customer satisfactory survey"
每年进行一次“顾客满意调查”
- 9) Close communication with customer
与客户密切沟通
- 10) Business trip if demand
接受出差
- 11) Other tasks assigned by superior
完成上级交办的其他工作

任职要求/ Requirement:

- 1) 大专及以上学历 College degree or above
- 2) 一年及以上工作经验，接受优秀应届毕业生 One year working experience or outstanding graduate
- 3) 良好的英语能力 Good English skills;
- 4) 良好的抗压能力 Good compressive capacity;

Positon 3: Purchasing Engineer /采购工程师 1 人

职位描述/ Job Description:

- 1) Work as the Achiele-group purchasing principle and strategy
负责 Achiele-group 采购方针与策略
- 2) Manage and control with the customers/projects from whole piont of view to ensure the project schedule and strategy.
对客户/项目进行整体管控，确保项目进度和策略
- 3) Develop and search for new (local) and alternative suppliers for the projects to reduce costs 为项目开发寻找新的供应商以降低成本

4) Work closely together with the responsible departments to clarify the technical topics with the suppliers and improve their quality performance 与相关部门紧密合作，明确供应商技术问题，提高产品质量

5) Support the Sales Department with the material quotations and prepare the cost analysis for this quotations 为销售部门做物料报价，准备报价成本分析

6) Request new items & check the material availability of the suppliers in the NPI phase 在新产品导入阶段申请新产品并检查供应商的物料可用性

7) Negotiate the price and delivery terms with the suppliers (continuous cost reduction) 与供应商谈判价格、交换条件（持续降低成本）

8) Maintain activities to improve the performance of the suppliers (quality; delivery times) continuous 持续督促供应商提高效率（质量、交期）

9) Ensure the continuity of the supplier performance 确保供应商业绩的持续性

10) Establish the supplier database and develop potential suppliers 建立供应商数据库，开发潜在供应商

11) Maintain and update the supplier information, the materials purchasing parameters, the conditions and prices into FAST-P timely 及时维护更新供应商信息、物料采购参数、采购条件和价格

12) Work closely with the Material Planning in cases of material shortages to issue the supply of the materials for productions 与物料计划部门紧密合作为生产供应物料以防物料短缺

13) Work closely with the Material Planning to solve the payment issues with the suppliers 与物料计划部门紧密合作解决供应商的付款问题

14) Other tasks assigned by the superior 上级交代的其他事情

任职要求/ Requirement:

- 1) 大专及以上学历 College degree or above
- 2) 线束行业至少 2 年工作经验 At least 2 years working experience in wiring harness industry
- 3) 良好的英语能力 Good English skills
- 4) 良好的抗压能力 Good compressive ability

Position 4: intern /实习生 2 人 (short-term: 3 months)

职位描述/ Job Description:

- 1) 在产线收集工具信息，建立工具清单
- 2) 在系统中创建料号
- 3) 打印标签，将工具进行编号
- 4) 在作业步骤中增加工具信息
- 5) 建立工装板，测试板的目录

任职要求/ Requirement:

- 1) 大专/应届
- 2) 一定的英语能力

Position 5: Technician/Engineer 技术员/工程师 1 人**职位描述/ Job Description:**

- 1) 机器和工具维修保养并制作维修保养记录
- 2) 机器调试
- 3) 加工制作工装治具
- 4) 协助制作工装板, 测试板
- 5) 填写工具采购申请单
- 6) 厂内电路, 气管维修
- 7) 配合场地整理

任职要求/ Requirement:

- 1) 年龄 18-35 岁之间, 男性
- 2) 高中及以上学历

如有合适人员推荐或自荐, 将简历邮件至 y.ji@era-ct.com, 或联系 HR-Tiana 咨询, 分机 1836, 谢谢!

If you have any suitable candidates recommended, please send resume to y.ji@era-ct.com or you can contact HR Tiana to consult, ext.1836, thanks.