

➤ Accomplish more



## Customer Service Officer

### What you will be doing?

- Understand OFF model and follow the concept & Processes which defined in OFF;
- Follow FC management and PO confirmation process, keep the data in ERP correct;
- Shipment documentation and invoicing;
- Prepare the needed reports & provide visibility of Forecast & Order analysis ;
- Weekly sales tracking update and communication with account manager;
- Follow the RMA process;
- Work closely with Material planner to understand material status & Full-kits rate,
- Understand the impact of any of Demand changes in ERP;
- Arrange DSB (Demand Supply Balance) meeting if needed;
- Cooperate to work with different stakeholders for ERP/QV improvement if needed;

### What we offer you?

- 五险一金
- 补充医疗
- 免费班车
- 免费工作餐
- 年底双薪
- 带薪年假
- 工会福利活动
- 工作氛围好, 老板Nice

### We invite you to apply if you have

- Good written and spoken English language skills
- Good knowledge of MS Office and other relevant software tools;
- Good knowledge or experience of Production and demand planning, and consignment model.
- Positive attitude under big work pressure
- Strong sense of responsibility;

### Contact

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### About GPV

GPV is a global customer-driven EMS (Electronics Manufacturing Services) company. Our vision is to be the most trusted, powerful, and top-of-mind EMS partner. With headquarters in Denmark and manufacturing operations worldwide, we provide complex electronics, cable-harness, mechatronics, and box-build solutions, including design, engineering, and test development activities. We believe results are created by people, let's accomplish more together.



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