

## POSITION

# Sourcing Specialist

NOA Labs is Seeking a Sourcing Specialist who will be responsible for various sourcing processes. The candidate will need to be very resourceful and self-learning, and not afraid to source new products/materials.

## Duties and Responsibilities

- Build and leverage relationships/partnerships with new suppliers
- Maintain and nurture relationships with current suppliers
- Audit suppliers and ensure vendor compliances
- Analyse and evaluate vendor capacity and raise any potential risk to Management
- Effectively communicate gaps in execution, non-adherence to standards and implement corrective action plans
- Execute all required vendor documents: Non-disclosure agreements, manufacturing contracts, etc
- Utilise negotiation skills and analytical expertise to deliver measurable and cost avoidance
- Continuously evaluate the supply market
- Manage contractual pricing by managing exchange rate fluctuations
- Transition high-cost suppliers to lower cost providers within the framework of lowering the total cost of acquisition
- Short and long distance travelling and visiting vendors

## Key Skills

- Industry-specific experiences such as dealing with PCB, PCBA, injection moulding factories or suppliers for electronic components, cables, packaging, tablets, and similar (please refer to the description of our company for more information)
- Sourcing experience on different platforms and different fields
- Proficiency for basic computer applications (Office Suite,...)
- International experience
- Ability to work independently and as part of a team
- Ability to work outside normal business hours when/if required
- Outstanding common-sense
- Curious by nature

## Requirements

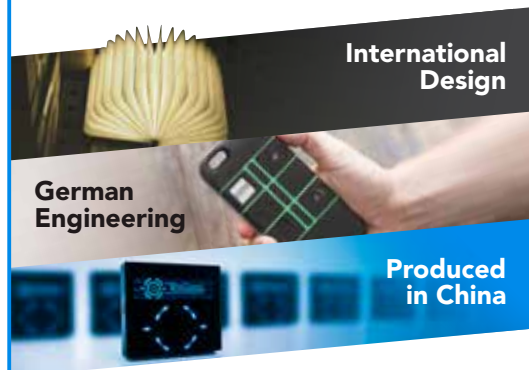
- Understand the company's commodities, e.g. hardware, mechanical processes, packaging, materials, and so on
- Deep understanding of sourcing processes on Alibaba, Aliexpress, Taobao and any other platform
- Strong written and verbal command of the English language
- Strong written and verbal command of the Mandarin language
- Highly-developed skills in effective negotiation with vendors



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**Expected education and work experience**

- Bachelor's Degree ???
- Minimum 2 years experience in sourcing

**Your Salary & Locaton at NOA****6k-20k RMB**

Depending on your experience and performances.

**Shenzhen, China**

Occasional national or international business trips might be required.

**The NOA Bonus**

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