

# Head of Operations ContiKit Hefei

## Vaše náplň práce

### Management of the ContiKit area

- Supervise local SCM, Production, QM function and other supporting functions to ensure operational efficiency and excellence to meet customer satisfaction
- Full Responsibility for running production line in the manufacturing site (filling of bottles, kitting and outbound logistics) in right quantity and quality to meet customer demand
- Build, manage and retain well trained team, keep team motivated and performance level
- Promotes and provides working environment conducive to positive team morale and working attitude
- Lead the safety, health, and environmental effort to achieve expected results, ensure compliance with all regulatory requirements internally and externally

### Customer demand fulfillment

- Ensure On Time Delivery and achieve defined turnover rate of inventory
- Supervise customer FC reliability level and derive effective internal material planning system
- Ensure necessary JIT service and effective replenishment

### Supply Chain

- Develop strategies to assure continuous supply for customer orders and timely procurement of raw materials and supplies in order to maintain reasonable production levels at optimum costs consistent with quality and quantity specifications
- Standardize, optimize, and monitor the supply chain processes within the unit following approved SOP's
- Supervise local NPM supplier pool set up and ensure supplier performance level
- Equip sufficient manpower to ensure needed capacity for production
- Develop and implement product and part movement and delivery strategies; Set inventory control guideline

### Quality System

- Establish direction of quality improvement, process and productivity improvement
- Responsible for local QMS system incl. validation of quality documents
- Monitoring of supplier quality and performance
- Control of non-conformities in collaboration with the plant quality
- Creation and maintenance of test plans in collaboration with the plant quality



ID pracovní pozice  
**REF890360**

Obor  
**Výrobní operace**

Lokalita  
**He Fei Shi**

Úroveň vedení lidí  
**Vedení týmu**

Flexibilita práce  
**Práce v kanceláři**

Kontakt  
**Stella Xiao**

Právnícká osoba  
**ContiTech China Rubber & Plastics Technology Ltd.**

- Yearly customer audit follow-ups with quality department

### **Customer Satisfaction and KAM collaboration (shared)**

- Ensure customer expectations are exceeded with the highest quality products and services.
- Drive for close collaboration with KAM for regular customer FC analysis
- Calculation of standard cost for RFQ input incl. product, production and logistics cost
- Monitoring of rating systems from customers
- Maintain customer relationship to manage part modifications
- Support customer complaint analysis and root cause analysis

### **System management**

- Creating new products & new clients / SAP + Validation
- Implementing EDI for new customers (AVIEXP, ASN, ...)
- Training of staff in logistics systems internal + external (+ SAP +Customer portal)
- Update of the management system of production orders and storage (PoMs + SAP PP module).
- Spares part maintenance and creation

### **Maintenance**

- Ensure equipment maintenance and spare parts availability
- Ensure the process capability and metrics
- Introducing new equipment, new production methods and techniques

### **Project Management**

- Leading projects in manufacturing or supply chain (e.g. introduction of new equipment, automation of supply chain, etc.)

### **Váš profil**

- Bachelor's degree in engineering or similar
- More than 5 years operational experience in production, plant quality, plant logistics
- More than 3 years Management of production procedures and quality
- More than 3 years' experience leading projects
- More than 3 years experience leading a team
- Worked in international set-up for >5yrs

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