

Détail de l'offre : Office and QC Manager

Recruteur	CDD Chambre de Commerce et d'Industrie Française en Chine (CCI FRANCE CHINE)
Adresse	Suites 201-222, 2F, Building 81, No 4 Gongti North Road Chaoyang District, Beijing 2/F Mayfair Tower, 83 Fu min Road, Shanghai Room 802, 8/F Leatop Plaza, 32 Zhujiang Dong Road, Zhujiang New Town, Guangzhou / Room 318, 3/F Chinese Overseas Scholars Venture Building, Shenzhen Hi-tech Industry Park, Shenzhen
Ville	Pékin Shanghai Canton Shenzhen
Référence	25D1753341863
Titre de l'offre	Office and QC Manager
Description du poste	ABOUT THE COMPANY Our client is a foreign-owned service company specializing in textiles distribution.

MISSION

They are searching for an office and QC manager to oversee administration affairs in Guangzhou office and perform Clothing / Textile / Garment QC audit across Asia. In this role, you will be responsible for communicating with the shareholders in foreign country, managing the local team, and supervising QC processes. You will collaborate with various stakeholders, including suppliers, clients, internal teams, and quality control partners.

RESPONSIBILITIES

1. Office Administration & Team Leadership

- Oversee daily operations of Guangzhou office, including finance, HR support, procurement, and facility management.
- Manage and mentor a local team (admin/QC), fostering a high-performance culture through recruitment, training and KPI alignment.
- Act as primary liaison between China operations and global shareholders, ensuring compliance with corporate policies.

2. Quality Control System Management

- Design & Implement QC Strategy: Develop region-specific inspection protocols for textiles/garments (AQL standards, testing methodologies).
- On-Site Audit Leadership: Conduct factory audits across Asia, assessing production capabilities, social compliance, and product integrity.
- Risk Mitigation: Lead root-cause analysis for quality deviations, implement corrective actions with suppliers.
- Standards Enforcement: Ensure all products meet international safety/quality regulations (eg. REACH, CPSIA, ISO).

3. Stakeholder & Supply Chain Collaboration

- Coordinate with European HQ on quality standards translation and client requirement alignment.
- Negotiate quality terms with suppliers; manage third-party inspection agencies.

- Analyze regional market trends and competitor QC practices to optimize strategies.

4. Operational Excellence

- Optimize end-to-end QC processes through digital tools and lean management.
- Prepare operational budgets with cost-efficiency focus; report on QC metrics (defect rates, inspection pass/fail ratios).

Type de contrat	CDD
Télétravail	Tidak ada teleworking
Code localisation	Etranger hors UE
Pays	Chine
Région	Guangdong
Description du profil	REQUIREMENTS

- Bachelor's or Master's degree in Textile Engineering, Quality Management, or Business Administration would be preferred.
- Management capabilities: Strong leadership and decision-making skills.

- Excellent negotiation and communication skills.
- 5+ years' proven experience in the textile sector.
- Familiarity with quality control and safety protocols.
- Process optimization and cost-efficiency expertise.
- Strategic thinker.
- Language proficiency in French, English and Mandarin is required.
- Willingness for frequent business trips.