



adidas

Labeling Specialist

Supply Chain Function
(full time job)

Location: Shanghai, 徐家汇国贸二期

Email to: serena@highered.global

Purpose & Overall Relevance for the Organization:

Support to ensure the label, hangtag, sticker attached to the products are complied with China regulation and adidas business requirements

Key Responsibilities:

- Work closely with Global, Legal, QC, CM and adidas Taiwan to develop Chinese version of newly released L&H by global
- Maintain and update aChina L&H manual, working process, master file, library according to China regulation upgrade, project or system change, etc.
- Coordinate label/hangtag issues with related functions in a timely manner so as to eliminate/minimize impact to business

Key Relationships:

- Global: CoE Logistics, Order Management, Sourcing Operations
- China: CM, QC, Legal, DC
- L&H Suppliers

Knowledge, Skills and Abilities:

- 硕士及以上学历（如2018届有工作经验，可放宽至本科学历）
- 公司不提供落户支持
- Strong excel skills and prior experience with SAP is preferred
- Basic knowledge and background of purchasing and operating and sourcing
- Self-motivated and able to work independently
- Must be thorough and possess a strong attention to detail
- Have certain knowledge of textile, footwear or sports product market in China is preferred



Please mail your CV to : serena@highered.global

Senior Manager Marketing Budget Management and Planning

Area:	adidas China
Department:	Marketing Brand Activation
Director Reporting Line:	Vice President Brand Activation
Indirect/Secondary Reporting Line:	Director, APAC Planning & Media Activation
Subsidiary/Country:	China
Location:	Shanghai
GSMS Grade:	M3
Number of Personnel Managed:	/
Cost Center/Budget and/or Revenue Responsibility:	No

Purpose & Overall Relevance for the Organization:

- Supports the brand communications teams and the line manager by coordinating all communications related to planning activities.
- Manages and Tracks on all MWB related analysis and reports on a regular basis, working as a key contact for finance from BA team.

Key Responsibilities:

Reporting

- Consolidates and supports marketing campaign executional information from different categories communications teams and develops monthly marketing campaign report
- Coordinates and consolidates inputs required for APAC / Global reporting purpose.
- Consolidates competitor information from different agencies and develops monthly competitor review report.
- Shares Hong Kong's and Taiwan's brand communications teams with China's current and future brand communications campaigns' information on a monthly basis.

Planning

- Coordinates and plans agendas for Brand Communications team meetings, x-functional meetings, x-regions meetings and sends meeting minutes.
- Supports the OTIF delivery of marketing campaigns by implementing a tracker with clear deadlines on key milestones and levels of approval defined based on the importance of the campaign
- Supports the planning and the execution of the quarterly trade meetings

Financial

- Tracks the Brand Communications marketing working budget as set according to the Marketing Plan
- Prepares the Brand Communications marketing working budget summary sheet monthly (per submitted monthly MWB forecast to finance).

- Tracks the Brand Communications operating expenditure according to T&E plan and OT permissible limits.
- Support the planning of the following year's MWB based on the guardrails & targets set by Global/APAC during budget planning
- Submits the monthly operating expenditure forecast to finance.

Systems and Processes

- Maintains Commitment Request and Budget Tracking process within the team by coordinating between Media Senior Manager and Brand Communications Senior Managers.

Others

- Other job-related work assigned by the line manager

Key Relationships:

- Brand Communications Teams
- Retail Marketing,
- Marketing Operations,
- CTC team
- Sports Marketing team,
- Purchasing and Finance,
- Global/Regional Marketing
- Advertising, Media Planning and Buying and New Media Agencies, Audio / Visual Production Houses, Customers / retailers

KPI

- On time reporting of MWB and OPEX monthly forecast
- On time reporting of monthly competitor activity
- Full compliance with purchasing process
- On time in full execution of the trade meeting with the identified area of responsibility
- On time reporting to Global / APAC requests Transparency of campaign execution status
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Knowledge, Skills and Abilities:

- Strong project management skills
- Attention to detail
- Strong Excel skills
- Team player with a service mindset
- Excellent interpersonal/communication skills
- Ability to multi-task
- Open-mindedness
- Well organized and self-motivated
- Results driven, proactive & able to work autonomously
- Ability to work effectively under pressure and to tight deadlines.

Requisite Education and Experience / Minimum Qualifications:

- Minimum 8 years experience with at least a bachelor's degree (in marketing, communications or business preferred)
- Previous experience in marketing coordination in the retail goods, advertising, PR, and/or Creative Services industry in China
- An interest and desire to participate in and learn about sports and lifestyle/fashion i.e. a sports enthusiast
- Working knowledge of Microsoft products
- Good Mandarin written and spoken fluency preferred
- Excellent written English
- Passion for sports