



## Staff Analyst Distribution Operations

### Job description

Ensure effective & efficient execution of respective Distribution Operation assignments, to meet Great China (GC) Distribution Business Goals and comply with Company's Compliance Policies

#### In your new role you will:

- Ensure effective & efficient execution of respective Distribution Operation assignments, to meet Great China (GC) Distribution Business Goals and comply with Company's Compliance Policies
- Provide insightful Monthly Business Review material with accurate data and Sales' business feedback
- Provide other review materials per biz need, including ad hoc or regular analytics exercises
- Provide accurate information to support Business Reporting & Analytics, for Management or Sales to utilize effectively for their business needs
- Be first contact point for OP reporting Q&A, provide clear instruction/guideline to report users, and escalate to manager when necessary
- Update Distribution Processes regarding Performance Tracking, calculate and publish accurate Distributor Key Performance Index (KPI) results and other Tracking Dashboards, and conduct applicable assessment and follow-up with stakeholders
- Support DO/DEM projects from data perspective or per management requirements and instructions, e.g. FY2122 LCY OITC
- Support other Distribution Operation activities such as Target Setting / Revision, Joint Account Bluebook Reviews, Goal Alignment Event, Reporting Scheme, Customer Master Data (CMD) Hub maintenance, Distribution Marcom, and Distribution Processes

### Profile

#### You are best equipped for this task if you have:

- Bachelor's degree (preferably major in Electrical & Electronics Engineering, Computing, Mathematics, Finance, Business)
- At least 5 years of working experience in sales/marketing role, sales operations, or analyst role; Experience in semiconductor industry, distribution business or international companies is an advantage

### At a glance

Location: **Shenzhen, (China)**  
Job ID: **322082**  
Start date: **immediately**  
Entry level: **5+ years**  
Type: **Full time**  
Contract: **Permanent**

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- Accurate, patient and meticulous on the job; Responsible to follow up assigned tasks within given time or under pressure; Able to handle multiple tasks at the same time; Capable of learning fast
- Highly proficient knowledge in Business Processes, Business Analysis, Business Intelligence Systems, and Reporting Tools (Business Objects, Tableau, Microsoft Office, etc.) VBA and Python are pluses.
- Excellent communications and interpersonal skills.
- Willing to offer assistance to others with teamwork spirit.
- Candidates apt to take diligent initiative to derive potential solutions, assess & resolve issues are preferred
- Strong project management & decision making skills are advantages, i.e. to plan, steer discussions involving multiple stakeholders, and manage risks/budget/cost /time
- Fluent in spoken & written Mandarin and English
- Resume is recommended to be submitted in the form of Powerpoint presentation

