



Distribution Operations Staff Analyst

Job description

In your new role you will:

- Ensure effective & efficient execution of respective Distribution Operations (DO) assignments, to meet Great China (GC) Distribution Business Goals and comply with Company's Compliance Policies;
- Master and maintain DO processes and projects, including but not limited to collaboration, material preparation, milestone tracking, action push, documentation and enhancement;
- Vet data and operation details in terms of accuracy, completeness, compliance, punctuality and effectiveness to ensure successful case execution;
- Be first contact point for team process Q&A, provide instruction/guideline to process users, and escalate to manager when necessary;
- Provide accurate information, make use of business data for analysis, and deliver review presentations per Management requirements;
- Support other Distribution Operations activities such as Target Setting / Revision, Focus Core XS Bluebook Reviews and Process Scheme.

Profile

You are best equipped for this task if you have:

- Bachelor's degree (preferably major in Business, Management, Administration, Finance, Electrical & Electronics Engineering, Computing);
- At least 3 years of working experience in roles related to project/process, sales operations, sales/marketing, or business analysis; Experience in semiconductor industry, distribution business or international companies is an advantage;
- Fluent in spoken & written Mandarin and English;
- Demonstrates structural, holistic and logical thinking, and professional, positive and approachable working demeanor;
- 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 with good prioritization and time management; Capable of learning fast;
- Highly proficient knowledge in Project Management, Business Processes and Microsoft Office PowerPoint & Excel;
- Certificates such as PMP (Project Management Professional) or CAPM (Certified Associate in Project Management), and strong data analysis skills are pluses;

At a glance

Location: **Shanghai, (China)**
Job ID: **76883**
Start date: **as soon as possible**
Entry level: **3-5 years**
Type: **Full time**
Contract: **Temporary**

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Job ID: **76883**
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- Excellent communications and interpersonal skills to interact / present / engage different stakeholders (internally and externally) with confidence, steer discussions with multiple parties, build relationships/influence, manage conflicts and navigate through challenges to get things done;
- Takes initiative to think forward, anticipate needs, derive potential solutions, and assess & resolve issues;
- Willing to offer assistance to others with teamwork spirit.

Benefits

- **Shanghai, :** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

Why Us

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

