



Example of Operation Assistant Job Description

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Our growing company is searching for experienced candidates for the position of operation assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operation assistant

- Support marketing and financial planning team on annual unit shipment and pricing preparation
 - Work closely with Shanghai centralized IT team to support plant finance managers on SAP system maintenance, improvement and implementation
 - Benchmark among internal plants and external competitors on product cost and efficiency related metrics
 - Support and align with capital analyst on production capacity calculation, machine and equipment purchase and expansion needs
 - Reviewing existing processes of all related departments of Operations division to propose action plans to have more efficiency processes
 - Identifying issues such as the duplication of infrastructure and efforts, or lack of coordination, collaboration and sharing of expertise, and inconsistent policies, processes, standards and systems, to raise with Operations for a better re-arrangement
 - Optimizing Operations resources by becoming more efficient and innovative
 - Strengthening Operations' advantages to become efficiency, collaborative and supportive organization
 - Conducting a QA program for related departments as roles of an internal quality audit by scheduling review& report weekly/ monthly/ quarterly/ annually
 - Following up related departments for the correction to ensure it is in appropriate
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- Solid understanding of retail/cosmetics business with high sense of luxury
- Degree holder with at least 3-5 years of experience in retail management, preferably in beauty/ FMCG industries
- Strong analytical skills and sensitive to figures
- Assertive, self-motivated, excellent communication and leadership skills
- Good problem-solving and analytical skills are a key to success
- 1 year of working experience within banking operations