

SOURCING ACCOUNT MANAGER

Reports to	Account Director
Location	Hong Kong

Roles & Responsibilities:

- The Sourcing Account Manager will be responsible for client management and product delivery through constant liaison with clients and suppliers on all matters relating to print and campaign management.
- The role will involve:
 - Being the first point of contact for all jobs, quotations and requests
 - Delivering exceptional service management and on-going cost savings
 - Managing progression of the jobs with suppliers through the various stages in the production lifecycle till delivery
 - Ensuring that client is updated regularly on the progress of their projects
 - Being responsible for brand guardianship to ensure consistency
 - Providing print technical advice to the Marketing team
 - Working closely with the Marketing team and ensuring smooth and timely execution
 - Selecting the most appropriate supplier, negotiate costing and timescales for each job
 - Ensuring that orders will be processed in the most efficient manner available.
 - Providing added value for client.

Key Areas of Responsibilities:

- Client Management
- Suppliers Management
- Day-to-day Operations
- Print Technical Support
- eProcurement
- Finance, Purchase Orders, Invoices
- Process Adherence & Review
- Effective Communication
- Quality Assurance
- Project Management
- Planning and Organizing
- Brand Guardianship

Application Method:

Please quote the job title and email to Ms Karen Leung at karen.leung@wlt.com with a copy of your CV