



BYD Motors

Procurement & Logistics Assistant

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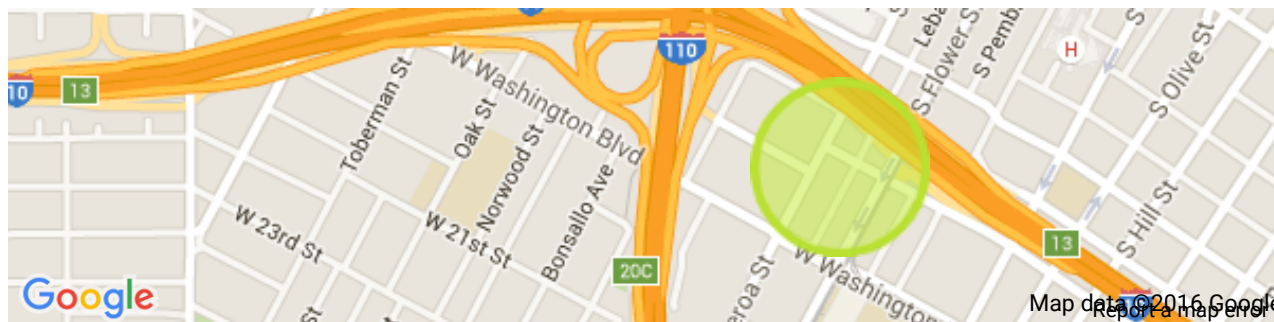
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BYD Motors

Los Angeles, CA

Posted 6 days ago in Transportation and Storage, Logistics



COMPANY PROFILE: BYD Motors, Inc. is an electric buses, cars and parts distribution company. The headquarters is located at downtown Los Angeles, CA. The company is looking for a Parts & Services Specialist for its Los Angeles office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A wide range of duties that deal with each step of the shipping process. Track shipments and communicate with clients about the package's progress. Coordinate shipping with customs agents for clearance on overseas deliveries. Also deal with quotes from prospective shippers and handle claims with insurance companies if any shipment problems happen to occur.
- To provide efficient delivery logistics through data management. Fill out import-export documentation, compile carrier and route assignments, compute international fees for each shipment, and keep track of shipment payments and quotas. One must stay organized that can identify shipments, collect data, and register packages with government agencies.
- Support business and operational planning, forecasting, analysis and reporting
- PO Lifecycle Management, focusing on Post-order placement (Shipment status, Backorder management, Tracking, delivery confirmations, Receipt documentation/ entry, RMA requirements)
- Assist the Senior Manager, Project Controls with daily, weekly, monthly, and quarterly inventory

management administration.

- Update and Maintain Project Documentation
- Closing out projects upon completion with Finance; providing supporting documentation
- As part of project status tracking and reporting, continuously assess project risk factors and recommend appropriate courses of action to mitigate.
- PO vs. invoice (supporting business transactions)
- PO Progress tracking (line item vs. PO, availability/ delivery status, etc.) working towards ongoing closeout of projects
- Other duties as assigned

REQUIREMENTS:

- **COMMUNICATION SKILLS** Ability to effectively present information to co-workers, carriers and Vendor. Requires skill in the application of office methods and procedures.
- **SOFTWARE Skill** Ability to use Microsoft such as Excel, Word and base functions e.g. Vlookup, Pivot Table. Ability to use SAP ERP system
- **REASONING ABILITY** to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations
- **EDUCATION** Bachelor degree in supply chain related field, Master degree is preferred.
- **WROK EXPERIENCE** This is an entry level position, 2 + years of working experience is preferred.

Employment Type: Full-Time

Benefits Offered:

Vision Insurance

Medical Insurance

Life Insurance

Dental Insurance

About BYD Motors:

Established in February 1995, BYD Company Limited (www.byd.com) is a multinational company that develops, manufactures, and sells advanced green technologies, rechargeable batteries, and cutting edge manufacturing services.

BYD's core green products include battery-electric automobiles, battery-energy storage solutions, solar farms, and energy efficient LED lighting systems. As the world leader in battery-electric vehicle sales, BYD's lithium iron phosphate rechargeable battery technology provides a safe, clean, and high performing power source for the company's revolutionary battery-electric passenger cars, buses, trucks, and industrial forklifts.

BYD is also the world's largest maker and supplier of rechargeable batteries, producing a record setting 10 gigawatt-hours of batteries per year. As a result of this robust production capability, the company owns the majority of the world's market share for rechargeable batteries—including most of the batteries used in cellphones, tablets, and laptops.

Finally, the company offers one of the most advanced contract manufacturing services in the global marketplace. It currently holds the world's second largest market share for milled aluminum frames commonly used in mobile devices.

As an advocate for global sustainability, BYD has received numerous accolades and awards for its game changing green products. For example, in 2015, BYD was ranked #15 in Fortune Magazine's companies that "Change the World" list and in 2010 Bloomberg named BYD #8 in its "The World's 50 Most Innovative Companies" list. BYD investors and partners—including shareholder Berkshire Hathaway and joint venture partner Daimler AG—are among the most established and well-respected institutions in the world.

In October 2011, BYD establish its North America headquarters in Los Angeles, California and in May 2013 completed two manufacturing facilities in Lancaster, California, an electric bus and truck factory and an energy module factory. Globally, BYD has more than 160,000 employees in offices spanning 12 countries.

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