

About us

Burgmann Packings is a privately owned manufacturer of metallic gaskets, compression packings and graphite rings with operations in China, Ireland, Turkey and head-quarters in Germany.

With over 130 years experience Burgmann Packings sealing products can be found in all industry sectors on a global basis. With our worldwide manufacturing locations Burgmann Packings can meet the most demanding quality and delivery expectations globally.

Burgmann Packings is at the forefront in developing new sealing solutions using high performance raw materials. In combination with our own research and development facilities we collaborate with leading test institutes and universities to provide most up-to-date solutions for operating processes and environmental protection.

With all our products we aim to provide the best sealing solutions. We strive to meet customer requirements in safety, reliability, performance and optimised life-cycle costs.

Growing from our German manufacturing base all of our facilities are equipped with advanced production technologies. Our production sites are certified to ISO 9001 and are able to manufacture according to international standards such as ASME and EN as well as to specific customer requirements.

Our products are exported to more than 30 countries worldwide and have an excellent reputation with customers.

CFO - Director Finance / HR / Admin / Purchasing China (m/w)

Tasks

Dealing with all commercial and financial procedures responsible, duly and efficient, as well as for the day-to-day management of the company's financial transactions and procedures. Providing actual, understandable and effective controlling instruments supporting the management monitoring and controlling the organization. Result- and liquidity oriented functioning to sustain and strengthen the financial situation of the company. Ensuring all human resources, administrative, purchasing and sourcing operations and responsibilities are carried out smoothly and effectively.

Finance

- Taking full responsibility for all financial operations and duties
- Providing financial reports and interpreting financial information to managerial staff while recommending further courses of action.
- Analysis of financials, performance measurements and cost control
- Keeping accurate records for all daily transactions
- Reconcile bank statements
- Tightly control of receivables, bad debts and inventory
- Responsible for cash management and funding
- Maintain and develop ERP system
- Cooperation for budgeting and forecasting processes
- Monthly and annual reporting to headquarters and company-internal according to the companies reporting system
- Review and advise internal and group-wide guidelines
- Risk management incl. financial policies and legal framework
- Contact person for authorities, auditors, tax consultants, bank representatives, insurance brokers and others

HR / Admin

- Taking full responsibility for all human resources and administrative operations and duties
- Provide counseling on policies and procedures
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Support the development and implementation of HR initiatives and systems
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Purchasing / Sourcing

- Supervise all purchasing activities and establish strategic processes and procedures for sourcing equipment, goods and services
- Evaluate and analyze purchasing trends and price trends to identify forecasting demand and minimize purchasing costs.
- Reduce purchasing cost and improve effectiveness
- Perform cost and scenario analysis, and benchmarking
- Assess, manage and mitigate risks
- Evaluate suppliers based on price, quality, and delivery speed
- Ensuring quantity and timing of deliveries
- Supervise and forecast upcoming levels of demand

Requirements

- Strong ethics, with an ability to manage confidential data
- Sharp time management skills
- Bachelor degree in business administration or accounting and finance
- Several years of proven experience as a Financial Manager
- Proven experience as a HR / Admin / Purchasing Supervisor
- Experience in foreign invested enterprises
- In-depth knowledge of corporate finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- Good information technology skills (MS office, ERP systems, financial software)
- Good knowledge of local authorities, tax-related issues and labor law
- Mother tongue: Chinese
- English proficiency is a must
- Objective and profit oriented
- Ability to solve problems
- Ability to work under pressure
- Independent and self control attitude
- Good communication and coordination ability
- Self-initiative and flexible
- Reliable, active and diligent
- Cooperative and team ability
- Ability to work with different cultures
- Hands-on mentality

Reports to

Managing Director Burgmann Sealing Materials (Cixi) Co. Ltd

Interested?

If you are interested to learn more about this exciting opportunity, please send us your CV (E-Mail: hr@burgmannpackings.com). We will get in touch with you!