



About Us

Founded in 2015, Xingyun Group now has long been a global Internet e-commerce lead and a comprehensive services system for global commodities in China. Xingyun Group has created a comprehensive services system for global commodities integrating overseas services, brand services, channel services and cross-border logistics services, assisting with the circulation of global commodities. After six years of steady development, Xingyun Group now has more than 3,000 employees worldwide. With its development strategy based on its multiple headquarters in Shenzhen, Hangzhou, Shanghai, Hong Kong and Singapore, Xingyun Group has also set up holding subsidiaries in 72 countries and 1 region around the world, including in Germany, Japan, and Australia among others.

About Polibeli

Polibeli is part of the Xingyun group. The Xingyun group is a global e-commerce company. It has over 3000+ employees and 43 offices globally. With its global network, Xingyun empowers Polibeli to provide comprehensive services to Indonesia's consumers.

Job description

1.

Job Title: Purchasing Specialist

hc-1

Job Responsibilities:

Process and review documents related to supply chain finance transactions, including purchase orders, invoices, shipping documents, etc.

Ensure compliance with relevant regulations and internal policy requirements for transaction documents, ensuring accuracy and compliance.

Communicate and coordinate with suppliers, buyers, and financial institutions to address document-related issues or inquiries.

Track and manage the flow of transaction documents, ensuring timely processing and filing.

Assist other members of the supply chain finance team, providing support and collaboration.

Qualifications:

Fluent in Mandarin is a must.

Relevant work experience in the field, familiar with supply chain finance transactions and document workflows. Fresh graduates are welcomed.

Attention to detail to ensure accuracy and completeness.

Able to work under pressure and maintain high efficiency.

Proficiency in using office software.

2.

Job Title: E-commerce Project Management Officer

hc-1

Job Responsibilities:

Responsible for bilingual (Chinese/Indonesian) translation in the digital financial and product fields.

Responsible for optimizing the quality of translations.

Energetic in working with a team and capable of completing daily translation tasks.

Good at collaborating with others on group projects.

Possesses deep knowledge of Indonesian localization.

Qualifications:

Minimum Bachelor's degree in a related major (Mandarin literature, translation, economics).

Interest in e-commerce/start-ups.

Fluency in Mandarin.

Excellent expressive and writing skills, as well as professional use of words in Mandarin.

Ability to use English for daily communication.

Fresh graduates (Mandarin speakers) are welcome to apply.

3.

Job Title: Supply Chain Finance Business Development Specialist

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Responsibilities:

Market Research: Conduct market research on supply chain finance, understand industry trends, competitors, and potential customer needs, providing data support for business expansion.

Business Expansion Plan: Develop a business expansion plan for supply chain finance, including target customer groups, expansion channels, and partners, ensuring business growth and market share improvement.

Client Development: Lead the identification of potential clients, establish and maintain customer relationships, drive collaboration opportunities in supply chain finance through effective communication and negotiation.

Business Negotiation: Responsible for conducting business negotiations with clients, devising suitable supply chain finance solutions, reaching business cooperation agreements, ensuring maximization of company interests.

Product Promotion: Promote the company's supply chain finance products, train clients on product features and usage methods, increase customer awareness and usage rates.

Team Collaboration: Collaborate closely with internal teams, including risk management, technical support, and customer service teams, ensuring smooth implementation and delivery of supply chain finance services.

Market Promotion: Participate in the formulation of market promotion strategies, assist in the creation of marketing materials, participate in business events and exhibitions, enhance the company's visibility in the supply chain finance sector.

Performance Evaluation: Regularly track and assess performance indicators for supply chain finance business expansion, provide improvement suggestions, and ensure the achievement of company business goals.

Qualifications:

Bachelor's degree or above in Finance, Business Management, or a related field is preferred.

Possess 3 or more years of experience in supply chain finance, business development or sales.

Excellent communication, negotiation, and customer management skills.

In-depth understanding of the supply chain finance market and familiarity with industry-related policies and regulations.

Strong team collaboration skills, able to excel in a fast-paced work environment.

Outstanding planning and execution capabilities, passionate about facing challenges.

Note:

The candidate must have experience from Shopee, Tiktok, Lazada who is having exp to operate merchant on the platform

The candidate needs to visit and persuade cust

Based in Indonesia - Jakarta

compensation and welfare

Monthly salary: specific comprehensive negotiable; Benefits include five insurance and one fund, weekend and two days off, paid annual leave, birthday benefits, holiday benefits, super in-store shopping, annual physical examination, etc.

Working Time

9:00-18:00 or 9:30-18:30, weekends closed

Recruitment process

Online application - Resume screening - Interview (remote) - OFFER issuance

* The interview process will be different for each position, please refer to the notice received.

How to interview

Send your resume to li.xinru@xingyungroup.com with the email name "Xingyun Recruitment + Position name + graduated university"