
About the company

Qplox is a fast-growing company offering test and automation engineering. Headquartered in Leuven, with offices in Barcelona and Eindhoven.

Our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics.... Our Test automation group offers a one stop shop for design of automated test benches, system integration production, lab automation and data acquisition systems, with a growing focus in IoT sensor networks.

Our consultancy department offers services in RF, semiconductors and electronics design and test, as well as on the crossing roads of Nanotechnology, Bio-Science Engineering and Biotechnology.

Job Description

The core mission consists of the responsibilities as set out below:

- *Assist CBG European Standardization and Industry Development director in managing the local team operations, distributed in multiple countries in Europe, including but not limited to arrange local business meetings, claim labor hours for local team employees, assist in reviewing timesheet and expenses reimbursement, help the director to run CBG projects smoothly, such as create project code, close project, prepare yearly budget, monthly budget execution and rolling forecast and so forth. Support team in procurement and finance procedures, such as (S)PR initiation, PO acceptance, PO review and management, IOI supplier certification and release, invoice payment settlement.*
- *Support the CBG local team in effective business communication with the domestic business teams (CBG HQ-SID and Product Lines), including but not limited to coordinate business meetings, collect and manage business objectives, summarizing monthly progress, and key deliverables of each business team, deliver monthly briefing of team activities.*
- *Support business analysis for all CBG associated industries in Europe (such as: Cloud services, Finance/Payment Kit, Advertising, Map, Mobile Health, Mandatory Standards, etc.), and assist team members in outputting project reports (in both Chinese and English)*
- *Communicate with local partners for industrial development and help align with internal cross-department businesses.*
- *Assist in organizing CBG's major events (summits/conferences/workshop/pilot-demos) in Europe and help arrange team building workshops to strengthen internal team cooperation.*
- *Assist recruitments of new positions based on business requirements, and communicate with headhunters, procurement personnel, and HR personnel about sourcing and process handling.*
- *Assist team director in compliance management, such as, information security, export control etc.*

Location: Leuven

Candidate Description

- Chinese and English fluently.
 - Management or engineering background.
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We offer

An attractive salary package with extra benefits. A high tech, multicultural and young ambient. A fast track in a growing company. Formation in multidisciplinary environment plenty of learning opportunities.

Contact

Send your CV and application letter to jobs@qplox.com with the subject "Team **Assistant onshore service**".
