**Business Process Design Manager**

A wholly foreign-owned enterprise, mainly engaged in the mold and automobile exhaust pipe. The vacancy location is in Ningbo, Zhejiang with salary around rmb30k/month~35k/month.

**Main responsibility:**

1. Responsible for designing the business processes applicable for the Group operation;  
   2. Responsible for development of business processes and documentation based on review

of existing documentation and collaboration with relevant process stakeholders;  
3. Responsible for analysis current routines & procedures, and lean the processes for

improving flow, speed and quality;  
4. Responsible for linking regulatory compliance based on subject matter expert guidance;  
5. Key responsible for ensuring the business process are documented in the defined

Process modelling software, available on the Group intranet;  
6. Responsible for analysis and structure complex information collected cross functionally

and through the process design create a holistic and transparent overview;  
7. Responsible for development of processes and swim-lane process maps, integrating

business requirements with a process design that will be the basis for future capability

implementation and organizational modelling;  
8. Responsible for identifying process, technology and organizational role changes

necessary, to support business goals and objectives;  
9. Member of audit team monitoring compliance with agreed processes.

**Requirements:**

1. Min 3 years’ experience in Business process management;  
   2. Can work independently and shall have a high ability to understand complex processes;  
   3. High level of self-control related to quality of work;  
   4. Understands business process modeling, and preferred experience in the BPMN model;  
   5. Experienced in leading and supporting business process re-engineering;  
   6. Be capable of organizing own work, self-driven;  
   7. Strong oral, written and collaboration skills are a must;
2. Bachelor or above, in Business Management.

If you are interested in the position, please send your EN/CN CV to wendyhe@drivingforceasia.com with email title of "Apply for Business Process Design Manager - FDU - name". (CV in word, attach a photo please)