**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)