

OPERATIONS MANAGER - CHINA

JOB POSTING



BE SURE. BE KRYTON.

Are you ready to make a difference in your life and in the world? Would you like to join a team of passionate people who are already doing that? At Kryton International, we are helping the world's builders to build concrete structures that are not only waterproof, but more durable, efficient and sustainable than ever before. Kryton is the inventor of the world's first crystalline waterproofing admixture for concrete and we have permanently changed the way concrete structures are built in every corner of the globe. It's the extraordinary people on our team that have made all the difference and we have proven it by winning the *10 Best Companies to Work For in BC* Award 4 years in a row. Maybe *you* could join our continuing success story.



Named one of the 10 Best Companies to Work for in BC for four consecutive years (2008, 2009, 2010 & 2011)

OPERATIONS MANAGER – CHINA

A Fulltime, permanent position, based in **Beijing, China**, the candidate will be responsible for helping develop and manage strategy and tactics for the Representative Office and Staff in alignment with the Strategic Goals of the Parent Company, Kryton International. The Operations Manager will also be responsible for the supervision and lawful operation of the Representative Office finances and employees.

The main key result areas for this position include:

- Overseeing the daily activities of the Representative Office including: employee management, customer service, business development, sales, marketing, operations, finance, human resources, administrative
- Sales Budgeting
- Maintaining professional relationships with Customers, Distributors and Kryton Audiences and addressing customer inquiries
- Maintain a broad network of connections within the construction/concrete, and concrete waterproofing industries in China
- Monitor the performance of employees and provide coaching and guidance. Ensure employees follow policies & procedures
- Timely and accurate processing of pre-approved Accounts Payable and/or Receivables for the Representative Office
- Safekeeping of all records and documents for the Representative Office
- Resolve operational and administrative issues as they arrive, escalating issues as required to the Director of Sales (Global)
- Serve as a liaison between employees and other staff from the Parent Company in areas of Accounting, Human Resources, Marketing, Technical Services, Sales and Operations, as and if required

REQUIREMENTS

Our ideal candidate will have supervisory and managerial experience, and have excellent oral and written communication skills in both Chinese and English. The ideal candidate must be comfortable interacting with a variety of people, including: Kryton customers, Kryton staff, customers, engineers, architects, general contractors and other business professionals.

- **Experience:** at least 3 years' experience as a Manager or similar management role.
- **Education:** a degree or diploma in Business Administration, Commerce or International Trade is preferred.
- Proven track record of managing a Representative Office and related employees or similar role.
- Mature, competent individual that is self-motivated, resourceful, with a strong ability to coach and develop employees
- Strong communication, interpersonal skills, and customer support skills are required as this position supervises local employees and interacts with customers and many external contacts.
- Detail oriented with a high level of accuracy.
- Excellent computer skills, specifically with Microsoft Excel, PowerPoint, Word, Outlook, Explorer and Salesforce or other CRM
- Strong oral and written communications skills in English and Mandarin are mandatory. Cantonese skills would be a benefit but are not mandatory.

If you are interested in learning a wide variety of skills that will position you well for future growth with the company and if you are driven to succeed, please **email your cover letter and resume in Word or PDF format to people@kryton.com, citing 'Operations Manager – China' role in your subject line.** We thank all applicants, however, only those to be selected for an interview will be contacted.

Kryton International Inc.

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