**L.L. Bean Inc. – Taiwan office**

Address : 7F., No. 103, Section 2, Taiwan Boulevard., Taichung, Taiwan 403

**Company Information :**

At L.L.Bean, the outside is inside everything we do, from the products we make to the way we work (and play). Headquartered in Maine, USA we employ thousands of the smartest, most talented people in the world. We invite you to be part of our team of trailblazers and problem solvers, dedicated to creating quality goods that help people discover and enjoy the outside. Come join us. Because on the inside we’re all outsiders. And if it’s outside, we’re all in.

L.L.Bean has been a trusted expert for quality apparel and outdoor equipment for over 100 years with operations around the globe, including in Japan, Hong Kong, Thailand, Taiwan, China, and Vietnam. The L.L.Bean Taiwan merchandise sourcing office has the following position open:

**Company website** : [www.llbean.com](http://www.llbean.com)

**Job position**: Temporary Associate Sourcing Specialist (6 months)

**Job Requirements :**

**Education qualification**: University graduate in any discipline

**Relevant work experience**: 1 year work experience in Hardgoods *(Travel/Luggage/Bookpack/Camping/Home textile)* is preferred; fresh University graduate will be considered

**Language** : Good English skills in writing, listening, speaking

**Computer knowledge :** MS-Excel, Word, PowerPoint, Outlook

**Travel**: Not required

**Job Description:**

* Assist supervisor for raw material sourcing and development of Hardgoods merchandise
* Responsible for raw material data input, system update & maintenance by creating material ID and maintaining data in FLEX system
* Track material delivery, testing and lab dip follow up
* Participant in PFAS project including data update and follow up
* Maintain product costing and resolve invoice discrepancies
* Collect cost of raw material for sourcing manager’s reference
* Manage hardgoods merchandise in sample room and maintain an updated record
* Prepare weekly sample tracking list, production schedule report and any other reports as requested by sourcing manager
* Work with across functional Supply Chain business partners to achieve efficient and effective business outcomes

**Employee Benefits** : 5-day work week; statutory National Health insurance, Labor insurance and Retirement Fund; merchandise discount

**How to Apply :**

Please send your resume (with expected monthly salary and available date) to **L.L. Bean, Inc. - HK, Human Resources Department by e-mail to** **hkhr@llbean.com** **or cchiang@llbean.com.** The information supplied for the purpose of this application will be used only in accordance with L.L. Bean’s data policies.