**瑞美（中国）热水器有限公司招聘简章**

**公司简介：**

瑞美（中国）热水器有限公司是全球知名燃气具制造商Paloma旗下Rheem(瑞美）集团在中国的全资子公司。

全球热水器、中央供热设备杰出制造商Rheem(瑞美）集团诞生于1889年，是一家拥有132年历史的美资企业，专业致力于中央供热及热水器研发、制造与销售。

Rheem(瑞美）集团成立以来一直以“为用户提供专业的优质热水解决方案”为发展目标，产品涵盖家用/商用燃气、电、太阳能容积式热水器，燃气/电快速热水器，快速开水器，热泵热水器，商用锅炉、热水机组等全线热水应用解决方案。旗下品牌包括Rheem(瑞美）、EVERHOT（恒热）、Raypak、Vulcan、Solahart、Paloma、Accent、EDWARDS等国际知名品牌。

瑞美（中国）不断创新，凭借集团全球化的资源优势，为中国用户研发高效节能的产品，为用户带来高度舒适的用水体验。

我们进入中国，不仅赢得了麦当劳、肯德基、沃尔玛、家乐福、联合利华、百事可乐、可口可乐等世界知名公司信赖，还和国内知名的和记黄浦、万科、华润、凯德置地、仁恒、瑞安、龙湖等地产企业建立了长期合作关系，为7天、汉庭、速8、莫泰、如家、锦江之星等全国连锁酒店提供热水配套产品；并为机场、体育场等大型公共场所、政府机关、学校、医院、餐饮、会所、美容美发、健身等单位提供优质热水解决方案。

众多成功案列也让瑞美成为中国市场上让客户放心的中央热水、供暖专家。

**招聘岗位：总经理助理培训生 （需英文流利）职位描述：**  1. Provide instrumental support to Rheem Asia General Manager (GM), assist the GM to summarize high-quality weekly/monthly business update, product operation report, and strategy plan effectively on a regular basis;2. Act as a liaison between the GM and various department heads to organize and manage activities and track the implementations to close the loop;3. Arrange GM's daily itinerary such as air tickets booking, hotel reservation, and business activity expense reimbursement4. Facilitate key projects review meeting, track each of the key project’s progress and follow-up actions to serve for business operation progression5. Arrange GM’s daily business activity reception and document translation6. Complete other tasks as assigned **任职资格：**1. Bachelor degree or above, no major restriction, proficient in English listening, speaking, reading and writing, be able to communicate with English-speaking colleagues independently; 2. Proven-record of assistant or secretary working experience, excellent interpersonal skills;3. Familiar with Microsoft-word, Excel, PPT, etc.4. Self-motivated, strong learning spirit and learning agility（应届生）

**招聘岗位：财务部培训生(FP&A)**

Responsibilities

1. Responsible for monthly sales tracking, business unit P&L analysis, key customers’ profitability assessment and marketing expense efficiency improvement to support China BU achieving annual target on topline and bottom line.
2. Responsible for actual and forecast reporting process as Rheem global guidance covering all consolidated platform. Make sure all requested reporting are prepared in a timely and accurately way.
3. Lead monthly working capital forecast and actual tracking to support management team on cash flow management.
4. Support factory cost efficiency improvement and business strategy alignment.
5. Develop portfolio level financial models to support senior management in decision-making.
6. Work as business partner of R&D team and deeply engaged in new product planning process to make sure China practice is aligned with Global, and play an active role in new product profitability tracking and analysis.

**任职资格：**

1. Bachelor or equivalent in accounting and management finance.
2. Profound database management skills, proficient in excel and MS point. (Power BI, Access and Python as a plus).
3. Remarkable ability to communicate effectively in English, both orally and in writing.

**福利待遇：**

1、周末双休、五险一金、补充商业保险、绩效奖金、节日礼金、员工旅游、免费体检等；

2、毕业前实习期间生活补贴2800元/月，正式到岗后起薪5000-6000元/月；

3、实习期可冲抵试用期。

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