



● Grand BK Corp

- 웹사이트 : <http://www.grand-bk.com/>
- 직원 수 : -
- 연간 매출액 : \$26.6 million
- 설립년도 : 2006년

H mart는 1982년 우드사이드에서 사랑과 정성의 창업 이념으로 시작한 이래 미동부에서 최대규모의 유통망을 갖춘 아시안 마트로 성장해 왔습니다.

H mart는 현재 전미에서 가장 성공적인 One Stop Shopping Center를 목표로 모든 사업을 진행중에 있으며 가장 경쟁력 있는 Asian Food Specialty Market으로 발전해 나갈 수 있도록 선진 시스템을 구축해 나가고 있습니다.

또한 본사를 중심으로 각 지역별, 지점별로 최적의 운영 시스템과 이를 통합한 전사적 통합 시스템을 운영하고 있고, 이를 통해 재고의 적정화, 구매단가 최소화, 품질 차별화, 신선도 제고, 물류비 절감 등을 이루어 내고 있으며, CRM (Customer Related Management)을 통해 고객에 대한 정확한 이해를 바탕으로 최상의 서비스를 제공하고 있습니다.

Grand BK는 H mart의 Meat, Seafood, Grain & Nut, Grocery 부문의 구매와 유통 및 판매를 담당하는 관리 본부입니다.

1. Position : 1. Meat MD&Sourcing Dept.,  
2. E-Commerce Dept.,  
3. IT Dept.,  
4. Marketing&PD Dept.,  
5. MDM Dept. Warehouse Dept.  
6. Seafood MD&Sourcing Dept.,  
7. COS Dept. IT Dept.,  
8. Cafe&Bakery Dept.,  
9. HR Dept.
2. Location : Carlstadt, NJ
3. Working Hours : 주 40시간
4. Compensation : \$13.1  
(아침/점심 제공, 커뮤니티데이 운영(볼링, 영화 등),  
영어교육 제공) 출/퇴근 교통비 지원, 다양한 activity 지원 등
5. Requirement : 관련학과 전공자 우대

- ◎ 제출서류: 첨부된 이력서를 작성하여 [ceo@ghr.or.kr](mailto:ceo@ghr.or.kr) 로 제출
- ◎ 마감: ~2021.10.1(금) or 인원 충원 시 선착 순 조기 마감
- ◎ 문의: [ceo@ghr.or.kr](mailto:ceo@ghr.or.kr) r or 02-558-2278

※ 기타: 선발 시 J1수속 비용 발생, 산업인력공단 해외취업장려금(400만원) 조건 충족 시 수령 가능

DEPT	JD								
		Prepares documents for issuing vendor and expense check Registers A/P invoices and Outgoing payments Filing L/C , D/P documents Processes Loan Payment Assists Wire Transfer form Requests exchange fee and trial balance Makes documents for monthly / annual project							
ACCT		Perform Market Analysis; manage lists of ordered items by analyzing sales trends Assist in planning purchasing plan through market trend analysis Support to source and buy domestic and international products Report lists of ordered items and store price Cooperate to take inventory and involve in a sales strategy Invoicing Café Employees Schedule Management Store Management (Store Decorations/Bread Display/ Keep in touch with each store)							
CAFE & BAKERY		Order and maintain supplies (Safety and vehicle Maintenance) Support operation management (Compliance, Data Gathering and arrangement) Vehicle & Equipment management (Scheduling, billing, registration, inspection management, etc.) Support to plan and execute Driving and regular safety program (safety training, other training support) All other assigned tasks, but not limited							
COS - LOGISTICS		Assist customers with accurate information regardless of company's products and services through phone, email, or website Support customer orders or changes according to grocery department's policies, inventories, and procedures Organize customer database and maintain online sales promotion Communicate with UPS, FedEx and PerShip to provide better services, inquire about delivery process and investigate on parcels							
E-COMM		Assist with IT Help Desk Team Assist with the deployment of new equipment in terms of software and hardware Assist in collecting information for the equipment inventory Troubleshoot and resolve user's hardware, operating system, and software related problems							
IT		Manage demonstration and event schedules at H Mart all across the United States Assist in Pop-up events and plan promotion events. Create Point of Purchase(POP) and Product PR materials in stores. Regularly visit stores to manage events while completing office work. New products registration							
MARKETING & PD		Perform Market analysis, manage lists of ordered items by analyzing sales trends Support to source and buy international products Understand and assist vendors, items, and stores Report lists of ordered items and store price Cooperate to take inventory and involve in a sales strategy							
MEAT		Manages sales order from stores all around the U.S. Contacts vendors to figure the items they handled Inputs item information into systems Collects and reviews weekly sale items							
MDM		Handles all sales data and make a report as requested							
MDM		Create item code and register it into ERP system Contacts vendors to figure the items they handled and register it Checks documents and register customer information and update it Collects and Inputs weekly, special sale information into systems Handles all sales data and make a report as requested							
MDM		Make PO, SO, AP, AR Communicate with Stores and Cross docking vendors Create Sales Report Update ( Weekly Inventory report, Category performance report, Item Inventory report, Item mater update, weekly inventory Graph report)							
SCM		Analyze manager sales meeting report data							



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