

## **Business Assistant (Holding a substantive rank of Accounting Assistant)**

**(Ref: 2100553)**

### **Finance Office**

The appointee will be responsible for assisting in strategic sourcing management, quotation, tendering, contract negotiation and contract arrangement in accordance with the University's policies and procedures or its related areas and any other duties as assigned by the supervisor(s) in Finance Office.

Applicants should have a Bachelor's Degree in Procurement/Supply Chain Management/Business Administration or related disciplines with at least 1-2 years of working experience in education institutions/sizeable organizations/non-government organizations and with exposure to procurement, commercial terms and conditions; the ability to be a good team player; hands-on experience in Oracle Financial System; proficiency in using Microsoft Office applications; good command of written and spoken English and Chinese; and be self-motivated.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 3 November 2021, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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