

Assistant Procurement Manager (Ref: 2300137) Finance Office

The appointee will be responsible for implementing procurement strategies to support the University's business needs and manage key suppliers. His/Her main duties include liaising with internal clients in conducting effective sourcing, tendering, evaluation, negotiation, contracting and supplier performance management; providing advice to client Departments on procurement-related policies and procedures and best practices regarding purchasing activities tactics and contractual terms. The appointee will join the designated team tasked to identify process improvements and adopt digitization and automation solutions in procurement.

Applicants should have a Bachelor's Degree in Procurement/Supply Chain Management/Business Administration or related disciplines with at least 3 years of relevant working experience preferably in tertiary institutions/public sector/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. Applicants with experiences in business process re-engineering and implementation of procurement systems, modules, e-Form are preferred.

Salary will be commensurate with qualifications and experience. The appointee will be offered the functional title of Assistant Procurement Manager which holds the substantive post of Business Officer II in the University.

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 11 March 2023, 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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