

Procurement Manager (Ref: 2301187)

Finance Office

The appointee will assist in overseeing the centralized procurement process; planning and administering the tendering, purchasing procedures as well as other business operations of the University; providing professional advice on risk management and support on commercial arrangements and contract administration; liaising directly with suppliers/brokers; and conducting regular review of the University's Purchasing Policies and Procedures and proposing strategic improvement. To further enhance procurement efficiency and effectiveness, the appointee will contribute to a designated team in identifying improvement opportunities and adopting digitization and automation solutions along the procurement process.

Applicants should have a Bachelor's Degree in Procurement/Supply Chain Management/Business Administration or related disciplines with at least 8 years of relevant working experience, of which 5 years must be in a supervisory position preferably gained in tertiary institutions/public sector/sizeable organizations/non-government organizations. Applicants with experiences in business process re-engineering and implementation of procurement systems, modules, e-Forms are highly preferred. They should also have good interpersonal and organizational skills; proficiency in computer applications and hands-on experience in Oracle Financials System or other similar integrated financial/accounting systems; and excellent command of written and spoken English and Chinese.

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

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), 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 10 November 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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