

## **Officer, IT Procurement**

### **Digital Workplace Service Unit**

**Ref: DWS234/21, 3604/HKCS/070721**

#### **Job Description**

Who we are looking for:

- Creativity in new ideas and future focus vision.
- Collaboration with colleagues and the community at large.
- Work Smart, Play Smart!

#### **What you'll do:**

- Oversee and supervise employees and all activities of IT purchasing to follow company's procurement policies and procedures
- Prepare and develop plan for the purchase of equipment, services, and supplies
- Manage and monitor IT inventories including software and hardware inventory and maintain proper records of all IT equipment in SAP
- Maintain accurate purchase, good supplier relations and negotiating contracts
- Prepare and manage IT budgets, cost analyses, and reports
- Review, compare and analyze products and services to be purchased

#### **You'll be a good fit if you have/are:**

- Bachelor Degree or above in Business Administration, Computer Science or related disciplines
- At least 2 years solid experience in IT purchase and administrative duties
- Familiar with Microsoft Office and Windows operating systems, in particular, using Excel to summarize and present the financial figures
- Knowledge in IT and experience in using SAP for IT equipment purchase and fixed asset management is an advantage
- Mature personality with self-discipline, be able to handle multi-tasks with different timelines, initiative, integrity and excellent interpersonal and communication skills
- Good planning and organization skills, and able to work under pressure
- Good command of English and Chinese, including Putonghua

#### **Note:**

***Applicant may be considered for other positions if not matching the requirements of the subject position.***

#### **What we offer and What you'll like here:**

- Innovative and energetic culture with smart outfits and sport shoes
- Professional lab and latest technology to actualize your creative ideas
- 5-day work week

- Prime location with good public transport network
- MPF Top-up and dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)
- Professional training and career advancement opportunities

**Apply now if you're ready to take the challenge! Do not miss this opportunity to join us to Create Value and "MAKE SMART SMARTER"!**

HKPC will take into consideration both the quantitative and qualitative requirements of the position when selecting the suitable candidates. A competitive salary package commensurate with academic qualifications and experience will be offered.

Applicants are welcome to submit application at the HKPC e-Recruitment System ([careers.hkpc.org](http://careers.hkpc.org)) in 1 week from the posting date. Recruitment will continue until the position is filled.

Personal data collected will be used for recruitment purpose only. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and the applications will be disposed by HKPC within 12 months.