

Assistant Manager, Business Automation

Digital Workplace Service Unit

Ref: DWS330/21, 4285/HKCS/270921

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:

- Work closely with Managers to manage subordinates and contractors to develop, maintain and provide support on SAP ERP & BI system, software packages and in-house developed solutions to meet business needs
- Coordinate with business users to understand application requirements, design program changes / enhancements and prepare design specification
- Act as the deputy project manager for small or medium size projects
- Manage various technical tasks such as system design and development, RPA, data table and BI Dashboards design and system upgrade
- Apply new technologies and automation in additional to SAP ERP system for productivity gain
- Perform the QA role of software development project, provide 2nd level of maintenance and support to in-house developed and packaged solutions
- Handle change request as well as making recommendation for approval of changes
- Review existing systems, evaluate and identify new technologies for implementation
- Maintain and review software documentation as required, ensure proper software version control and change control are in place
- Support other ad hoc assignment and projects if required

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

- Bachelor Degree in Computer Science, Computer / Software Engineering or related discipline
- At least 4 years' experience in SAP ERP Application (PS, MM, FICO) / ABAP Program development, of which 2 years' experience is in the capacity as Programmer role
- Knowledge in RPA such as MS Power Automate
- Proficient in database and BI tools is a plus
- Solid track records in enterprise scale ERP system implementation and system integration
- Able to manage developers to deliver projects on time and sound experience in vendor management
- Mature, multi-tasking, and able to work independently and under pressure
- Good interpersonal and communication skills
- 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) 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.