



Join Bank of China (Hong Kong) Limited, to become a high caliber professional of our team.

The IT Department of BOCHK comprises of five domains, including Application Development, Data Management, Data Center, Technology & Service Management and Technology Risk Management. We govern and manage all IT related initiatives and risks covering the entire group, including BOCHK, Southeast Asian entities of BOCHK, Asian and Pacific Data Center of BOC, and affiliated organizations and subsidiaries within the BOCHK Group. The position below is open for applications now.

IT Procurement Manager

Job No.: 496001

Employment Type: Full time

Responsibilities :

- Lead the IT procurement management process covering IT hardware, software, and service.
- Streamline and enhance procurement processes, policies, practices and systems.
- Evaluate procurement proposal to protect the corporate's best interest and to comply with internal policies.
- Provide advice, guidance and due diligence in RFQ, Tendering and procurement process.
- Provide advice, guidance and due diligence on monthly Procurement Committee Meeting.
- Perform due diligence on all IT purchases including but not limited to desktop hardware and software, data centre infrastructure, professional services for application development, network and cabling works, and all IT related maintenance etc, to ensure all purchases are complied with corporate's policy.
- Perform new vendor registration and measure vendors performance regularly.
- Maintain the contract administration function effectively and provide contractual advices on contract matters to internal users.
- Support / lead other business activities and ad doc tasks as required.

Requirements :

- Degree in Computer Science, IT, Global Sourcing, Supply Chain disciplines is preferred
- Minimum of 3 years' solid experience in buying / merchandising / purchasing / procurement fields.
- A strong background in Procurement and a relevant professional qualification is an advantage (e.g. CIPS)



- Experience with IT procurement including sourcing technology solutions, hardware, software and implementation services is an advantage.
- Strong in contract negotiation, supplier sourcing and management
- Sound experience in procurement framework, strategy and policy design and execution
- Excellent communication and negotiation skills
- Good command of both spoken and written Chinese and English.
- Proficiency in MS Office applications including Word, Excel and Powerpoint
- Less experience will be considered as Assistant IT Procurement Manager

We offer competitive remuneration package and comprehensive fringe benefits to the right candidate. Interested parties, please click "[Apply Now](#)" to submit your application. For more job opportunities, please visit our "[Career Website](#)".

(Personal data collected will be used for recruitment purposes only)