Project Officer, Testing and Reliability
Smart City Division
Ref: SCD089/24, 9466

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:

- Assist project manager in project budget planning, implementation, preparing reporting and analyses on operation and financial matters in operation and financial matters.
- Handle project management system, i.e. SAP, for project creation, project closing and preparing requests, purchase order, memorandum, etc.
- Support the project team on daily administrative support
- Take lead on event management for organizing various types of event activities such as seminars, webinars, workshops and trainings
- Liaison with various stakeholders (e.g. secondary schools, educational institutions, laboratories) in promoting Testing, Inspection and Certification Industry

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

- Bachelor Degree holder or Diploma with 2 years working experience in administrative duties and project management
- Proficient with ERP system and MS Office Application
- Good knowledge in project management is prefer

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:

- Exciting new technology development (e.g. IoT, 5G, LoRA, AI etc.) to actualize your creative ideas
- Opportunities to work with our innovative and vibrant talents
- Embracing work flexibility (including Flexi-work hour)
- Dynamic and energetic culture with smart outfits and sport shoes
- Academic training scholarship to take your career up a notch
- MPF Top-up and dental benefit
- Medical benefits from Day-1 with extended coverage to dependent(s)

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.