

Assistant Manager (System & Process Improvement)
(Ref. No. GCD-GS-AMSPI-COW)

Responsibilities:

Reporting to the Manager (Process & Inventory Control), the appointee will mainly perform the following responsibilities:

- To perform operational process review, conduct audit check, and propose and maintain good warehouse management practices as well as knowledge management infrastructures
- To assist in warehouse automation or improvement projects, e.g. Automated Guided Vehicle, Automated Guided Forklift, Automated Storage and Retrieval System, RFID system, etc. and prepare training materials relating to warehouse systems or procedures
- To support the implementation and upgrade of SAP modules, e.g. SAP Material Management and Warehouse Management Modules, etc.

Requirements:

- Bachelor Degree in Industrial Engineering, Quality Management, Operation Management, Supply Management or related disciplines
- A minimum of 8 years' work experience in Process Mapping and Improvement, Business Analysis, Process / System Implementation
- Familiar with the international management standards, e.g. ISO9001, 5S, and local safety and environment ordinances and regulations related to warehouse and the logistics industry
- Knowledge of SAP Warehouse / Material Management Module, SAP Supplier Portal, RFID and LoRaWan applications an advantage
- Proficiency in MS Office, Microsoft Project and Microsoft Visio
- Good command of English and Chinese languages, both spoken and written

Candidate with less relevant experience may be considered for the position of Senior Officer (System & Process Improvement).

Working Location: Ap Lei Chau, transportation to be provided

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at recruit@hkelectric.com. Please also visit our website to know more about our Company <http://www.hkelectric.com>.

Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: GCD-GS-AMSPI-COW-Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the date of this advertisement.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)