

Assistant Manager (Inventory Control)
(Ref. No. GCD-GS-AMIC-COW)

Responsibilities:

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

- To perform inventory analysis, identify the improvement areas, monitor the inventory level and perform stock allocation
- To work with internal and external parties for the lead time reduction arrangement of bulky stock items
- To conduct storage space utilisation review, report the utilisation rate, as well as plan and execute inventory cycle count related activities
- To participate in warehouse utilisation optimisation projects

Requirements:

- Bachelor Degree in Logistics Management, Business Administration, Operations Management, Industrial Engineering or related disciplines
- A minimum of 8 years' relevant work experience in logistics management or inventory planning and control
- Familiar with MS Office, MS Project and MS Visio
- Hands-on experience in using warehouse management systems or SAP system preferred
- Good command of English and Chinese languages, both spoken and written

Candidate with less relevant experience may also be considered for the position of Senior Officer (Inventory Control).

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 Human Resources Division, 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-AMIC-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 application date.

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)