

Officer (Procurement)
(Ref. No. GCD-CN-OP-COW)

Responsibilities:

Reporting to the Manager (Procurement and Suppliers Management), the appointee will mainly perform the following responsibilities:

- To invite potential bidders for the submission of quotations
- To negotiate the contractual terms with the bidders and arrange for order delivery
- To source suppliers and maintain a supplier management system

Requirements:

- Bachelor Degree in Purchasing, Business or related disciplines
- A minimum of 4 years' experience in procurement and sourcing
- Experience in negotiation with suppliers and knowledge of procurement or ERP system preferred
- Good PC skill and knowledge of MS Office
- Good command of English and Chinese languages, both spoken and written

Working Location: Admiralty

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Senior Manager (Human Resources Services), 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-CN-OP-COW -Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the closing 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)