

Officer (Inventory Control)
(Ref. No. GCD-GS-OIC-COW)

Responsibilities:

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

- To prepare inventory analysis reports including stock items analysis and consumption rate, and inbound shipment summary
- To work closely with different teams for optimal space allocation of the inventories
- To administer the stock information in the warehouse management system
- To participate in inventory cycle count exercise and warehouse utilisation optimisation projects

Requirements:

- Bachelor Degree in Logistics Management, Business Administration, Operations Management, Industrial Engineering or related disciplines
- A minimum of 4 years' 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 be considered for the position of Assistant 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-OIC-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)