

The Hong Kong Examinations and Assessment Authority (HKEAA) is an independent and not-for-profit statutory body which administers public examinations in Hong Kong. Our scope of responsibility extends to administering over 200 international and professional examinations. We are looking for talented people to join hands with the HKEAA family in contributing to the provision of valid, reliable and equitable examinations and a range of assessment services to meet the educational and societal needs of the community. Applications are now invited for the following post:

Assistant Officer – Procurement

(Ref: FD/11/197)

Duties: The appointee will be responsible for processing purchase requisitions and handling of invoices, amongst other duties relating to tendering and supplier registration, as well as to render support on copyright and printing duties as assigned by supervisor.

Requirements:

- (a) A Bachelor's Degree in any discipline, preferably in Purchasing or related disciplines;
- (b) At least 3 years' working experience while having purchasing/procurement experience is an advantage;
- (c) Confident in working within tight deadlines and handle multiple tasks;
- (d) Good communication and interpersonal skills;
- (e) Good command of spoken and written English and Chinese;
- (f) Proficient in MS-Word, MS-Excel, and Chinese word processing; and
- (g) Experience in using ERP such as SAP or Oracle or Ariba is preferred.

Employment Terms: The remuneration package will be commensurate with qualifications and experience. Appointment will be on a fixed-term contract with contract-end-gratuity, MPF benefits, medical and dental care. Future employment may be offered on renewable contracts subject to performance and staffing needs.

Date for Application Review: 19 November 2024

Applications would be considered until the post is filled.

A detailed resume including your qualifications and experience, current/expected salary and earliest availability should be sent to the Manager - Human Resources, by quoting the position applied and reference number via email at fd-recruit@hkeaa.edu.hk. Due to the secrecy nature of HKEAA's job duties, applicants invited for interview may be required to make a declaration of any conflict of interests. Applicants not notified within 8 weeks from the application review date should consider their applications unsuccessful.

The HKEAA is an equal opportunities employer and welcomes applications from all qualified candidates. Information provided relating to employment will be kept confidential and used only for processing applications. For details, please refer to the Policy Statement on Equal Opportunities and the Personal Information Collection Statement on the HKEAA website (www.hkeaa.edu.hk).