

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **FINANCE OFFICE**

### **Post Specification**

#### **Senior Purchasing Executive (Purchasing Section) (Ref. 22052418-IE)**

#### **Duties**

The appointee will be required to:

- (a) perform and assist in managing the University's purchasing functions including but not limited to the following:
  - vetting purchase requisitions and specifications of products/services
  - selecting/reviewing appropriate suppliers for quotation
  - preparing/reviewing tender invitation documents
  - compiling offer summaries/analyses
  - liaising and negotiating with users and suppliers
  - preparing tender reports
  - preparing/reviewing purchase orders and amendments
  - reviewing waiver requests prior to submission for approval
- (b) follow up dispute cases with suppliers to ensure performance compliance to meet order requirement and/or claim for damages for suppliers' contractual breach;
- (c) ensure all purchases made being in compliance with the University's purchasing policies and procedures are being conformed by sample-checking purchase documents and explaining the principles and details of procedures to users and suppliers;
- (d) compile purchasing management and statistical reports;
- (e) monitor, review and follow up long outstanding purchase requisitions and purchase orders;
- (f) supervise the development and maintenance of supplier database;
- (g) assign tasks to junior staff and monitor their performance;
- (h) assist in running the Purchasing Team efficiently and effectively and to make suggestion for enhancement as appropriate; and
- (i) perform any other duties as assigned by the Director of Finance or her delegates.

#### **Qualifications**

Applicants should have:

- (a) a recognised degree in Purchasing and Supply Management, Business Administration or other related disciplines;
- (b) at least five years' solid post-qualification experience in procurement, preferably in public sector or sizeable organisations;

- (c) extensive specialist/formal training and/or supervisory experience in purchasing and supply management and/or other related areas;
- (d) strong understanding of and experience in tendering and effective sourcing strategies;
- (e) a good command of both written and spoken English and Chinese, with fluency in Putonghua being an advantage;
- (f) strong communication, interpersonal and problem-solving skills;
- (g) a strong team work spirit, an analytical and meticulous mind, and the ability to work under pressure and accomplish tasks within tight schedule; and
- (h) high proficiency in computer applications, including MS Word, Excel and PowerPoint, with experience in the Oracle Financials (purchasing module) system and e-Tendering system being an advantage.

Preference will be given to those with experience in public sector procurement gained from large organisations.

Shortlisted candidates will be invited to sit for a written test.

### **Remuneration and Conditions of Service**

A highly competitive remuneration package will be offered. Initial appointment will be made on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

### **Application**

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to [hrstaff@polyu.edu.hk](mailto:hrstaff@polyu.edu.hk). Application forms can be downloaded from [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/forms](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms). If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **The closing date for application is Tuesday, 7 June 2022.** Applicants who are not invited to an interview within two months from the closing date should consider their applications unsuccessful. The University's Personal Information Collection Statement for recruitment can be found at [https://www.polyu.edu.hk/hro/careers/guidelines\\_and\\_forms/pics\\_for\\_recruitment](https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment).

24 May 2022