

# **THE HONG KONG POLYTECHNIC UNIVERSITY**

## **FACILITIES MANAGEMENT OFFICE**

### **Post Specification**

**Purchasing Executive** (Ref. 21030404-E)

### **Duties**

The appointee will be required to:

- (a) undertake the purchasing functions including sourcing, handling of works orders and purchase requisitions and processing the invoices and payment bills of the Office according to the purchasing procedures;
- (b) assist in daily operation of the surveying team and finance-related matters;
- (c) prepare financial documents and financial reports;
- (d) assist in maintaining effective record systems;
- (e) handle general office administration; and
- (f) perform any other duties as assigned by the Director of Office or his delegates.

### **Qualifications**

Applicants should have:

- (a) a recognised degree preferably in Accounting or a related discipline;
- (b) at least three years of work experience in accounting, preferably in property management/construction or other related fields;
- (c) good knowledge of computer applications such as MS Word, Excel, Project and PowerPoint, with working knowledge of Oracle Financials being an advantage;
- (d) the ability to work independently and proactively;
- (e) the ability to work under pressure and accomplish tasks within tight schedule;
- (f) good communication and interpersonal skills; and
- (g) a good command of both written and spoken English and Chinese.

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 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.

4 March 2021