

## **Procurement Supervisor (Ref: 2501259)**

### **Finance Office**

The appointee will be responsible for assisting with the full spectrum of procurement activities, including but not limited to strategic sourcing, vendor management, supplier due diligence, solicitations, contract negotiation and award, and the monitoring of goods and services delivery within assigned categories. The role entails delivering professional and efficient procurement services to users in strict compliance with the University's policies and procedures, and performing any other duties as assigned by the supervisor(s) in the Finance Office.

Applicants should possess a Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related discipline, with at least two years of relevant full-time working experience, preferably gained in an educational institution, sizeable organization or non-governmental organization. Candidates should have practical exposure to procurement processes and commercial terms and conditions, the ability to work closely with stakeholders across the University. Hands-on experience in the Oracle Financial System; familiarity with an e-Tendering system is an advantage. Proficiency in Microsoft Office applications, a good command of written and spoken English, Cantonese, and Mandarin. A self-motivated and proactive work ethic is also expected.

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Accounting Assistant in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **19 December 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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