

**Officer (System & Process Improvement)**  
**(Ref. No. GCD-CS-OSPI-COW)**

**Responsibilities:**

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

- To perform operational process reviews, conduct audit checks, propose and maintain good warehouse management practices as well as knowledge management infrastructures
- To assist in warehouse automation or improvement projects, e.g. RFID, LoRaWan applications, etc. and prepare training materials related to warehouse systems or procedures
- To assist in the implementation and upgrade of SAP modules including Warehouse Management Module and Material Management Module
- To support the operations of Automated Guided Vehicle (AGV), Automated Guided Forklift (AGF) and Automated Storage and Retrieval System (ASRS)

**Requirements:**

- Bachelor's Degree in Industrial Engineering, Quality Management, Operation Management, Supply Management or related disciplines
- A minimum of 4 years' work experience in process mapping and optimisation, business analysis, management of Warehouse Systems or warehouse automation facilities
- Familiar with international management standards e.g. ISO9001, 5S, and local safety and environment ordinances and regulations related to warehouse and the logistics industry
- Knowledge of SAP Warehouse / Material Management Module, SAP Supplier Portal, RFID, Automated Guided Vehicle / Forklift and LoRaWan Applications is an advantage
- Proficiency in MS Office, Microsoft Project and Microsoft Visio
- 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 (System & Process Improvement).

**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 Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto: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-CS-OSPI-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 date of this advertisement.

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)