

Job Description

Procurement Officer (Promotional Products)

Ref. J055/WW/C0036/2019

This is an international organization with more than 40 years' experience in the promotional branch. The company is one of the biggest importers and suppliers of relation gifts and premiums, with a product range of about 4500 different promotional articles.

The Hong Kong office is filled with people who are dynamic, creative, young and fun. They hold an important role within the organization, and are in charged with the sourcing, procurement and in-time delivery of compliant goods to our customers.

The procurement officer plays a critical role in the process from quotation to procurement until the delivery of the requested customized goods to the customer. The vacant position is to handle the following product categories: electronic gadgets, umbrellas; ponchos; flipflops; paper, anti-stress and/or other assigned products.

Definition

To process efficient and effectively the daily inquiries and orders within the given product categories and according to our quality and compliancy standards. The tasks involved quoting, procurement, monitoring production and logistics. The goal is to increase the number orders and service level to our customers.

Duties

- Process inquiries > prioritize and provide good quality replies within the service level agreement.
- Take full responsibility from the inquiry stage; order received till shipment.
- Keep track of suppliers' production plan to ensure on time delivery
- Be result orientated > offer solutions, alternatives: each inquiry and order is a chance.
- Handle complaints and discuss/negotiate solutions with the factories and/or sales.

Requirements

- Organized and an eye for detail;
- Result-orientated team-player;
- Good command in English and Mandarin
- 2 years of merchandising or procurement experience
- Good command of Excel, Word, PPT and so on for office software.