



Town Health Medical & Dental Services Limited

Town Health was established in 1989 and is one of the largest healthcare groups with the longest history in Hong Kong. The Group's shares migrated from the GEM board and listed on the Main Board of the Hong Kong Stock Exchange (Stock code: 3886) in 2008. The Group's core businesses include (i) provision of medical and dental services in Hong Kong; (ii) managing healthcare networks and provision of third-party medical network administrator services in Hong Kong; and (iii) provision of medical and dental services, as well as hospital management and related services in the People's Republic of China. We take pride in our employees and offer attractive benefits through competitive packages. We invite dynamic individuals with high caliber to join in the growth of our Group.

Senior Procurement Officer / Procurement Officer - Medical (5 Day Office Work)

Job Responsibilities

- Responsible for the daily operations of the central warehouse and inventory management of drugs including ordering, receipt of drugs, stock allocation & logistic arrangements to clinics, record keeping, etc.
- Assist in the procurement of equipment, instruments, medicine and medical supplies for medical clinic chain
- Monitor inventory levels and arrange stock replenishments for medical clinics and warehouse
- Responsible for vendor sourcing & price negotiations
- Handle the daily operations & maintenance of the internal information system "Pharmaceutical Inventory Management System"
- Coordinate & follow up on repair and maintenance of medical equipment
- Prepare periodic reports on purchasing, inventory, cost calculations & analysis, etc
- Assist the Procurement Manager to ensure compliance with all the requirements as set out by the licensing authorities as well as relevant compliance regulations & statutory requirements

Requirements

- High Diploma holder in procurement/purchasing or supply chains management or related disciplines
- Minimum 4 years' relevant experience, preferably gained in healthcare industry
- Able to work with various people in different capacities and good at collaboration
- Excellent communication and negotiation skills
- Good command of spoken and written English and Chinese
- Proficiency in MS Office and Chinese Word Processing
- Immediate availability preferred
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* ***Candidates with less experience will be considered as Procurement Officer***

We adopt a 5-day work week and offer an attractive remuneration package to the right candidate. Interested parties, please send your detailed resume in WORD FORMAT with current and expected salary to the HR & Administration Department by e-mail: hadmin-office@townhealth.com

Data collected will be used for recruitment purposes only and personal data of unsuccessful applicants will be destroyed after 12 months.