



Edwin McAuley Electronics Ltd ("EME") is a privately owned electronic manufacturing group with 850 staff in USA, Hong Kong and Dongguan, PRC. We have been operating successfully in Southern China since 1979 and maintaining complete teams of electronic, mechanical engineers as well as other supporting services. In Dongguan, we operate a self-owned manufacturing plant with comprehensive plastics and electronics production facilities.

EME focus on developing innovative products exclusively for its branded partners in Europe and USA. We employ the latest user interface and RF technologies to develop industry leading home automation and comfort products. Key products include irrigation and temperature control devices. Our products are of high value and are designed for easy installation; as such both design and manufacturing quality are of primary importance to our groups continued success.

EME is committed to the development of our staff and provides long-term career progression for talented employees.

Please find out more about EME at www.emehk.com

Senior Purchasing Officer /Assistant Purchasing Manager

Responsibilities:

1. Assist to manage & implement systematic procurement policy, procedure and controlling the systems for the purchasing of goods and services.
2. Assist to propose/ or make proper purchasing strategy plan to ensure different materials categories in right purchase at the best cost and maintain of the minimum inventory level. The plan has to be review regularly.
3. To supervise and monitor the daily works of Purchasing/ Material Control teams to ensure in line with the set policy.
4. Lead the subcontractor management.
5. To manage the teams to propose new source, & justify existing/ new suppliers' information, keep doing suppliers comparison for categories group, and propose an optimum choice of suppliers to Purchasing Manager for material share re-allocation.
6. Define / Drive an alternative source approval, and make quick change once having unsolved problem from existing suppliers.
7. To involve / lead the teams to be strong in negotiation with suppliers/ subcontractors in the best business & custom clearance terms.
8. Other ad hoc projects as assigned by Management.

Requirements:

1. University Degree;
2. At least 4 year experience in electronic components purchasing;
3. Less managerial experience candidate will be considered as Senior Purchasing Officer to be focus on general sourcing and purchasing operation;
4. Proficient in MS office;
5. SAP knowledge is advantageous.

We place much emphasis on the career development of our employees, respect the worthiness of individual contributions and expect strong commitment to performance excellence. We offer 5 days work per week, competitive remuneration package and fringe benefits including year-end and mid-year bonuses, medical scheme, life & accident insurance etc to the right candidate.

Interested parties please send full resume stating current salary, expected salary and availability to: hr.application@emehk.com

All information received will strictly be kept confidential and be used for employment-related purposes only.

