



## Senior Purchaser

Mechanical Components

Job type: Full-time, Permanent

Salary: HKD\$30,000 - \$40,000 per month (13months)

Location: Sha Tin, Hong Kong

### **Who we are**

PMD Engineering is one of the fastest growing international technology companies specialising in the design and manufacture of electro-mechanical sub-assemblies. With our Sales and Marketing offices based in London, UK, and our Engineering Centre and Factory in Shatin, Hong Kong, we deliver complex solutions to customers worldwide across a broad range of industries including Medical, Industrial, Consumer Electronics, Automotive and Aerospace.

We are an innovative engineering company which prides itself on consistently delivering high-quality products to some of the largest companies in the world, thanks to our in-house engineering expertise and world-class test infrastructure. We thrive within an open, friendly culture where new ideas and initiatives are always encouraged.

### **Responsibilities**

- Raising and follow up of supplier POs to ensure goods are manufactured and delivered on time.
- Ensuring PO status and information is correct and updated on the ERP.
- Maintaining good cross-team communication to update affected parties through the internal system.
- Coordinating payments with related parties to ensure that supplier invoices are settled in time for deliveries.
- Regular reviews (with some on-site assessments) of supplier performance, price, lead-time, support level and relationships.

## **Requirements**

- Degree in Supply Chain Management, BA or related discipline. Non-Degree Tertiary education will also be considered.
- 3 - 5 years working experience in electronics purchasing is required.
- Good command in both spoken and written English and Chinese (Mandarin).
- Proactive, self-motivated, and well-organised.
- Occasional PRC trips are required.
- Candidates with more experience will be considered as Senior Purchaser.

## **Employment Details & Benefits**

- Competitive pay package
- A modern and highly innovative working environment
- Based in Shatin, Hong Kong
- Full time, permanent, 5 day working week (Monday - Friday)
- 9:00am ~ 6:00pm day with 1 hour lunch
- 14 days paid holiday, plus birthday
- Hong Kong public holidays
- Group medical insurance benefit
- Stocked refreshments in our kitchenette
- Monthly company-wide incentive scheme

We offer opportunities that will challenge you to solve real business problems, innovate, and grow in ways that you probably can't imagine. If you are talented, ambitious, have a sense of adventure, and are interested in building a global business that's a leader in the supply of high-precision mechanisms, we invite you to learn more about us and join our team!

### **We want to hear from you!**

If this sounds like an ideal job for you, then please get in touch by emailing us your resume and a cover letter; we'd like to hear your story, and get to know you a bit before an interview.