



Administrative Assistant / Senior Administrative Assistant for Procurement

The Procurement Section (PCT) of Office of Administration of the University of Macau invites applications for the position of Administrative Assistant / Senior Administrative Assistant at a taxable monthly salary ranging from MOP22,410.00 to MOP38,180.00 (index 270 – 460).

Responsibilities

1. Assist in public tender and written consultation process, including logistics arrangement for open tender meetings, and preparation of tender programs, tender notice, notary contracts and relevant documents;
2. Prepare proposals/documents for seeking approval from the Finance Management Committee as well as the government units according to delegation of power;
3. Handle purchase requests of goods, services and works through PR system;
4. Participate in supplier management, e.g. supplier registration, evaluation forms and data analysis;
5. Handle importing procedure with respective government unit for goods purchased from overseas upon request;
6. Assist in general administrative duties assigned by Head of PCT.

Additionally for Senior Administrative Assistant rank

1. Serve as sub-team leader and supervise subordinates to ensure smooth operation of the team, and the compliance with the applicable laws, regulations and rules;
2. Provide timely and accurate purchasing information and tender progress report for team leader and section head, and procurement advice to other units;
3. Coordinate with IT team on management and improvement of the E-Procurement System and assist in organizing training to new users;
4. Coordinate matters in relation to warehouse management, consumable stock system, and supplier database management.

Requirements

1. Bachelor's degree or above;
2. Minimum 2 years of working experience for Administrative Assistant, minimum 4 years of working experience for Senior Administrative Assistant, and working experience in the field of procurement is preferred;
3. Proficiency in both written and spoken English and Chinese (both Cantonese and Mandarin);
4. Good computer skills (Microsoft Word, Excel, Chinese Word Processing);
5. Good communication skills and strong sense of responsibility.

Application Procedure

Applicants should visit <http://www.umac.mo/vacancy> for more details, and apply **ONLINE** at **CAREER@UM** (<https://isw.umac.mo/recruitment>) on or before **05 October 2017** (Job Ref.: PCT/AA/SAA/09/2017). Other contact points are:

Human Resources Section, Office of Administration
University of Macau, Av. da Universidade, Taipa, Macau, China
Website: <https://isw.umac.mo/recruitment>; Email: vacancy@umac.mo
Tel: +853 8822 8509; Fax: +853 8822 2412

The effective position and salary index are subject to the Personnel Statute of the University of Macau in force. The University of Macau reserves the right not to appoint a candidate. Applicants with less qualification and experience can be offered lower positions under special circumstances.

Personal data provided by applicants will be kept confidential and used for recruitment purpose only
** Under the equal condition of qualifications and experience, priority will be given to Macao permanent residents**

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