



The Company

Vitellic Technology (International) Limited is a leading semiconductor company in Hong Kong, with visions to reshape the industry of Hong Kong through innovation, quality excellence and operational efficiency. Launched in March 2006 by the core organization of Vitelic (Hong Kong) Limited, we inherited tremendous engineering experience and technology knowhow. Vitelic Technology offers one-stop solution by engagement with our customers from the early concept stage all the way to production. We also provide semiconductor equipment with high performance for R&D, aiming to promote the development of semiconductor industry and academic research in Hong Kong.

Job Overview

Procurement & Product Specialist is responsible for implementing an end-to-end vendor relationship management process to maximize vendor performance and value. This candidate will manage the procurement of semiconductor equipment manufacturing project through development and selection of strategic supplier to ensure efficient and accurate purchasing activities. This role will work closely with Project Manager to drive the sourcing strategy that supports the company's production line, while creating specifications and standards for semiconductor equipment.

Responsibilities and Duties

- Manage vendor relationships, including contract negotiations, pricing, and servicing.
- Work closely on product development with product management, engineering, purchasing and quality.
- Review and process purchase requisitions. Investigate and resolve discrepancies as needed.
- Sourcing new suppliers.
- Process purchase orders and consultant agreements once approvals are obtained.
- Provide market requirements for current and future products by conducting market research, data analysis and customers engagement.

Job Description – Procurement & Product Specialist

- Establish specifications, standards and manual for semiconductor equipment.

Candidate Requirements

- Bachelor's Degree in Engineering, Supply Chain, Procurement or related discipline.
- 1-2 years' experience in procurement or product development (including internships).
- Fresh Graduates are also WELCOME.
- Excellent negotiating skills.
- Excellent organizational skills.
- Excellent command of written and spoken English and Chinese (Cantonese and Mandarin).
- Capability to understand product specifications and features.
- Effective time management: adherence to schedule and prioritization.
- Proficient in MS Office (MS Word, Excel, and PowerPoint).

Interested parties please contact elenachan@vitelic.com sending your resume.