



英皇集團
EMPEROR GROUP



NEW
ADVENTURE
IS WAITING
FOR YOU!!

想重新出發? 飛雲, 機會來了!
開展另一個專業、邁向人生新一頁!

新跑道 新航線 新起點 

Emperor Group 英皇集團

Our businesses include financial services, property, watch and jewellery, entertainment, hospitality, media as well as furniture and furnishing
經營範圍包括金融、地產、鐘錶珠寶、娛樂、酒店、傳媒和傢俬及室內佈置

Career Transformation Opportunities

各行業人士轉行機會

If you are from
假如你是來自

- Aviation 航空業
- Retail 零售業
- Food & Beverage 餐飲業
- Tourism 旅遊業
- Hospitality 酒店業
- or other industries 或其他行業

Vacancies
就業機會

- Secretary / Personal Assistant / Executive Assistant 秘書 / 行政助理
- Human Resources 人力資源
- Information Technology 資訊科技
- Customer Services (CS) 客戶服務
- Jewellery Sales 珠寶銷售
- Food & Beverage 餐飲
- Cinema Service Ambassador 戲院服務大使

For more vacancies, please visit our company website.
更多職位空缺, 請瀏覽英皇集團網頁。





Corporate Functions

Current Vacancies

Secretary

IT Project Manager (Property/Leasing)

Lead System Engineer (DBA)

IT Procurement and Contract Management Manager

Lead Software Engineer (Financial services)

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Secretary

Responsibilities:

- Provide secretarial and administrative support to senior executive / department
- Perform general secretarial duties such as schedule maintenance, minutes taking, and screening phone calls
- Prepare excel or PowerPoint for management presentation
- Handle procurement issues including vendor management, invoice/contract/payment process
- Perform ad-hoc duties as may be assigned from time to time

Requirements:

- Bachelor Degree or above in business administration or other related disciplines
- 3 years or above secretarial experience in sizable organization
- Excellent command in written and spoken English, Chinese and Mandarin
- Detailed-oriented, mature and be able to handle multiple tasks
- Good team player with excellent communication and interpersonal skills
- Proficient in MS Office, including Word, Excel, Powerpoint etc.





IT Project Manager (Property/Leasing)

Responsibilities:

- Manage full-life cycle of projects including business requirements, project planning, implementation, monitor and control, risk handling, project roll-out and customer validation to ensure a streamlined process
- Involved in vendor evaluation and liaise with vendor for system implementation or enhancement
- Assist with the analysis of corporate development initiatives including data research, documentation, training material and system testing. Provide analysis of monthly operating performance
- Interact with business users and gather requirements for applications to address the business needs
- Learn the current business processes and identify areas of opportunity to improve process

Requirements:

- Degree holder or above in computer science or related discipline.
- Minimum 10 years software application experience preferred gained in Real Estate industry
- At least 3 years Project Management experience in handling IT projects in full life cycle
- Certified PMP will be an advantage
- Knowledge in client-server programming, .Net, Java, SQL programming and SQL Server Reporting Services (SSRS)
- Experience in Microsoft Dynamics AX or other ERP applications is a plus
- Knowledge in accounting will be an advantage
- Good command of both spoken and written English and Chinese
- Good planning and organization, stakeholder management and vendor management skills
- Initiative, independent, analytical skills, good team player and fast-learner





Lead System Engineer (DBA)

Responsibilities:

- Provide prompt production support, identify problem root cause and implement preventive measures
- Perform database capacity planning, performance tuning, monitoring, backup, restore and disaster recovery, DB version upgrade and migration task
- Identifies database requirements by interviewing customers; analysing department applications, programming, and operations; evaluating existing systems and designing proposed systems.
- Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, high-availability design and recovery specification.
- Responsible for the implementation of the project, including planning, scheduling, quality control, vendor management, DB compliance/auditing and budget management
- Evaluate and recommend new technologies
- Provide production support on 7 X 24 basis.
- Maintains quality service by establishing and enforcing organization standards

Requirements:

- A degree in Computer Science, Information Technology or relevant disciplines
- At least 7+ years' relevant experience in IT
- Strong technical skills in MySQL, MSSQL and Oracle
- Knowledge of Microsoft Windows Server, Linux and AIX
- Knowledge of Cloud environment (AWS, Azure, AliCloud) is an advantage.
- Acquired MCDBA or MCSE(data platform) & OCP is an advantage
- Fluent in both written and spoken English and Chinese. Proficiency in Mandarin will be an advantage
- Ability to work independently with minimal supervision and assistance
- Create and manage database reports, automate for database repeating tasks



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IT Procurement and Contract Management Manager

Responsibilities:

- Responsible for monitoring the process flow of purchase orders and delivery schedule
- Implement a proper purchasing strategy plan to ensure the purchased components at the best control
- Responsible for sourcing new products and liaise with vendor on latest product / service offering
- Maintain a good relationship with the existing suppliers
- Conduct the forecast analysis on the product demand
- Negotiate the best business terms with the new and existing suppliers

Requirements:

- Degree in Computer Science, Purchasing, Supply Chain Management, Financial Management or related disciplines
- Minimum 8 years relevant working experience with IT vendor, system integrator or corporate IT and 2 years or above in supervisory role
- Strong numerical sense and analytical skills
- Good Communication, interpersonal and negotiation skills
- Strong supervisory and coaching skills
- Able to speak good Mandarin



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Lead Software Engineer (Financial services)

Responsibilities:

- Application development of Trading and Pricing Platforms that support Forex and Bullion trading of Emperor Financial Service Group
- Perform minor enhancement on Trading and Pricing Platforms
- Manage external vendors to deliver enhancement on Trading and Pricing Platform
- Perform code review and ensure quality of software delivered by external vendors
- As a 3rd level support, closely work with 2nd level support team to provide production support to maintain our 5 x 24 business
- Participate in technical design, architecture and application integration for CRM applications and e-Payment platform
- Revamp existing legacy applications and processes by migrating to cloud with native cloud services
- Regular review and enhance system platforms to comply with Group standard
- Work with project team to support UAT and production rollout
- Support and maintain development and testing environments
- Work with technology risk team to ensure deployed applications in compliance with Group Information Security Policy

Requirements:

- University degree in Computer Science, Information Technology or related disciplines
- Minimum 10 years of relevant experience in application development, including web application, database and mobile applications
- Strong development background and skills in Java and related development frameworks / tools



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- Experience in system integration using Web Services / API. Integration experience with CRM and payment gateway is preferred
- Experience in AWS cloud services, such as S3, dms, glue, appflow, lambda, etc.



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