

Healthpro Technology Company Limited

Healthpro Technology Co. Ltd. is specialized at providing advanced technologies for clinical diagnostic applications. Our customers can use our systems for the diagnosis of diseases like myeloma, thalassemia, leukemia, anemia, diabetes, autoimmunity, bleeding, and others. We are providing sales & marketing of our systems as well as application trainings to our customers and technical engineering support to our systems. To cope with our business expansion, we invite qualified people to apply for the following position:

Technical Engineer/ Assistant Technical Engineer – Clinical Diagnostic Systems

Responsibilities:

- Work seamlessly with business development to provide pre-sales technical presentations of automated Clinical Diagnostic Systems ;
- Be able to provide post-sales application and technical trainings to end-users;
- Provide on-site technical service in preventive and corrective maintenance of automated Clinical Diagnostic Systems;
- Prepare technical reports for all installation as well as preventive and corrective maintenance tasks;
- Keep complete and organized technical data and files within the Technical Team;
- Manage and keep proper records of inventory and order administration of spare parts and tools;
- Maintain complete track records for all systems under warranty or service contracts;
- Attend the Train-the-Trainer meetings and provide training to other engineers.

Requirements:

- Attain Good Honor Degree in Electronic Engineering with outstanding academic results;
- Be able to read circuit diagrams, machine design diagrams and to replace electronic components independently;
- Applicants with hands-on product knowledge of automated systems will have a definite advantage;
- Must be highly organized and able to work independently with minimum supervision;
- Excellent interpersonal skills with good command of English and Chinese in written and spoken forms; applicant having HKDSE English or Chinese below Level 3/HKCEE English or Chinese below Grade D shall not apply;
- Good knowledge in software development and/or automation will be an added advantage.
- Fresh graduates with very good academic achievements will also be considered.

Interested parties shall send your application letter and detailed resume with expected salary by e-mail to personnel@healthpro.com.hk with attention to **Ms Veronica Wong**. All documents provided shall be in PDF format. Please visit our website <http://www.healthpro.com.hk> for more details about our company.

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Office Administrator

Responsibilities:

- Handling office administration and order administration job (including Purchasing and marketing support, handling & replying incoming and outgoing calls, emails, correspondence, organizing events and marketing activities);
- Preparing routine support, reports, work sheets for Marketing & sales analysis, Purchase and inventory analysis, maintenance contract, and tender document;
- Assisting to Store and Inventory Management, Accounting and Financial work.

Requirements:

- University graduate prefer major in Accounting/ Business Administration/Marketing, Supply Chain management with outstanding academic results
- Good command of English, Mandarin, and Cantonese
- Knowledge of using computer software, Excel, Micro soft Word, Power Point
- Knowledge of using Accounting Software MYOB is preferable (but not a must, we can provide on job training)
- 1-2 relevant working experience is preferable. Fresh graduates are welcome to apply, we will provide on job training.
- Monthly Salary range from HK\$11,000 to 15,000 depends on working experience.
- Other fringe benefits according to labor law.

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