

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1250 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced and qualified candidates for the following position to start **as mutually agreed**.

## ERP SYSTEM MANAGER

(Monday to Friday, 8:00am to 4:30pm)

We are seeking an experienced ERP System Manager to join our Finance Team. The successful candidate will be responsible for the ERP project implementation and rollout including but not limited to solution design, development, testing, training and UAT.

## DUTIES & RESPONSIBILITIES

- Collect user requirements for ERP project, analysis and preparation in related documents
- Drive the vendor and business partners to configure ERP system according to School's requirements and to ensure project tasks are delivered on time
- Manage and lead the planning and integration of the ERP system and process automation
- Ensuring that ERP solution being developed is technically sound and in line with agreed design
- Responsible for handling ERP support such as trouble-shooting and enquires on system applications
- Provide system training to end users
- Participate in function customizations and report enhancement
- Participate in testing to ensure the quality of any customization development
- Support key users on using the system and troubleshoot the problem
- Handle any ad-hoc projects as assigned

## REQUIREMENTS

- At least 5 years of working experience
- University degree in Computer Science, Information Technology or related disciplines
- Working experience in IT or Business Analyst, good business process competences
- Sound technical knowledge and experiences of SAP B1 and in ERP project implementation / management
- Excellent written and oral communication skills in Cantonese and English
- Excellent interpersonal skills
- Self-motivated, strong sense of responsibility
- Willing to explore new technology

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation on a subsidised rate is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

## HOW TO APPLY

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>), to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <http://mygsis.edu.hk/>.

Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all students at GSIS.**