

Position

- Consultant

Company

Accelogy Limited (accelogyhk.com) is a consulting firm dedicated to helping real estate organizations achieve operational excellence through accelerating technology and business process transformation.

Job Description

The Consultant will be responsible for delivering management and technology consulting service for clients in the real estate industry. The successful candidate will:

- Provide organizational, operational, system, and data related consulting service
- Generate deliverable with quality and timeliness
- Participate in interview and workshop
- Compile current state information and formulate the future state solution
- Gather, analyse and clarify user requirement
- Perform system design, setup, data conversion, training, testing, enhancement and support
- Prepare meeting minutes, status reports, documentation, operation guides, presentation and training materials
- Prepare user acceptance testing data and testing script, perform testing, research and resolve issues, and facilitate user acceptance of applications
- Communicate project status to project manager
- Ensure information and documentation is accessible in the document repository
- Comply with the company's established directives, policies, and best practices
- Perform other duties assigned by the manager/supervisor

Requirements

- Degree in computer science, engineering, business administration or related
- 0 to 4 years relevant work experience
- Proficiency in Cantonese, Mandarin and English
- Self-motivated
- Effective communication and interpersonal skills
- Exceptional customer service skills

Career Opportunity with Accelogy Limited

- Respect for others
- Ability to work collectively with team supervisors and peers
- Ability to work in an effective and consistent manner while maintaining high quality
- Ability to apply critical thinking and a methodical approach to problem identification and resolution
- Ability to accommodate flexible hours, including occasional over-time and weekend work during busy time
- Excellent time management
- Strong understanding of business need and ability to quickly set and adjust priorities
- Maintain confidentiality and security
- Maintain a professional manner and appearance in the workplace
- Proficiency in common applications including MS Office, Adobe Acrobat, etc.
- Knowledge in SQL is an advantage but not a must
- Having experience in any of the following solutions is an advantage but not a must – MRI, Yardi, Oracle JD Edwards, Argus, Maximo, FMC, Planimetron Propidex
- Experience in real estate, construction, and hospitality industries is a plus
- Occasional travel is required

Job Location

- Hong Kong

Position Type

- Full-Time, Permanent

Application

- Please submit your application with CV and state your availability, current and expected salary, to Mr. Alva Wai via email at alva.wai@accelogyhk.com