

Position

- Consultant

Company

Accelogy (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:

- Assist the client on the design, development and support of business systems through analysis, clarification and definition of user requirements.
- Update system documentation, operation guides and training materials as required.
- Prepare program test data, test plan, perform testing and acceptance of applications.
- Carry out application support, development and maintenance to all users, including but not limited to:
 - Setup and maintain: User, Password, User access right, Project, Entity, Entity Security, Owner, COA, Bank, Job Cost, Tax calculation, Property information, Income Category, Data import template.
 - Daily tasks: Support adhoc issue from the users, Daily AP/CM Posting to GL, Reports enhancement, SQL statement to extract data from systems for analysis, restore production image into testing environment for testing purpose.
 - Monthly tasks: Period Close, Upload lease expiry and vacancy comments, Upload forecast data, Leasing fee
 - Annually tasks: bulk upload for the management fee, government rent and rates, rate concession
 - Processing: create IT contracts and make draw in Job Cost for any IT Capex project
- Log all issues in the ticketing system.
- Keep apprised of current best practices, including security and encryption protocols
- Comply with the company's established directives, policies, and best practices
- Perform other duties assigned by the manager/supervisor

Requirements

- Degree in computer science, information systems, technology, engineering, business administration or related
- At least 4 years' work experience
- Proficiency in Cantonese, Putonghua and English
- Knowledge in SQL is preferred

Career Opportunity with Accelogy

- Self-motivated
- Effective communication and interpersonal skills
- 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
- Maintain confidentiality and security
- Maintain a professional manner and appearance in the workplace
- Proficiency in common applications including MS Office, Adobe Acrobat, etc.
- 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, facility management, and construction industries is a plus

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