

Microsoft - Contract Operations Specialist

- Good at Excel (VLOOKUP, Pivot Table)
- Sales admin support + reporting
- Fresh graduate will be considered
- Work location: Cyberport with shuttle bus services
- Fresh graduate will be considered / data analytical skills (vlookup, pivot table, VBA)
- 1 year contract renewable

Job descriptions:

- Responsible for supporting the Delivery Management teams in all aspect of the Order to Cash business relating to Delivery Excellence.
- Manages administrative tasks across a portfolio of engagements including monitoring budget and spend, providing project financial performance analysis, upholding data integrity and assistance with revenue recognition.
- Drives Invoicing process working with Delivery Management teams to ensure on time and accurate billing.
- Maintains and updates project related information in all relevant project management tools and systems of record.
- Drives weekly meetings with managers and Stakeholders to review and adjust Project metrics as required.
- Ensures internal and local processes and policies are being adhered to. Audit, highlight exceptions and drive remediation plan.
- Drives objectives and support for Delivery Excellence processes and best practices.
- Reacts to the ongoing needs of our Delivery Management teams and seeks opportunities to bring about ongoing improvement in business operating procedures and practices leading to improved efficiency and giving back time to the Delivery Teams
- Supports practice needs in facilitating readiness and enabling managers to ramp-up their new-hires on all Services Delivery Management processes & policies.
- Provides meaningful business insights and management reporting through analysis of data and trends. Serve as subject matter experts and primary escalation point to ensure data quality and local needs are represented in our systems.
- Develops and cultivates relationships with key business partners outside of the local Services.

Requirements:

- You should be a proactive individual who shows initiative and can work autonomously to provide an exceptional level of support.
- Holding a bachelor's degree in business, finance, accounting or related subjects
- Strong interpersonal and communication skills
- Good analytical and problem-solving skills, and good time management
- Good at Ms Office, Excel (vlookup & pivot table), PowerPoint
- Fluent in English and Chinese speaking and writing

Position link: [Contract Operations Specialist \(up-to \\$20K\) \(manpowergrc.hk\)](https://www.manpowergrc.hk/jobs/contract-operations-specialist)