

Assistant Manager (Warehouse Operations)
(Ref. No. GEN-MH-AMWO-COW)

Responsibilities:

Reporting to the Manager (Warehouse Operations), the appointee will mainly perform the following duties:

- To lead a team to execute daily warehouse operations, logistics and transshipment coordination
- To perform regular stock counts and ensure accuracy
- To optimise warehouse space utilisation and monitor the achievement of KPIs
- To conduct risk assessments and regular safety inspections to ensure safety and security compliance
- To drive continuous improvement initiatives to enhance operational efficiency and service quality

Requirements:

- Higher Diploma or above in Logistics, Industrial Engineering, Operations Management or related disciplines
- A minimum of 10 years' relevant working experience in warehouse or logistics operations, including at least 6 years in a supervisory role
- Experience in power plant or industrial plant inventory management an advantage
- Familiar with warehouse safety and environmental ordinances and regulations with knowledge of chemical and dangerous goods storage preferred
- Familiar with MS Office and warehouse management systems/ERP systems
- Holder of Industrial Safety Training Certificate (Green Card) is required
- Possession of a valid forklift truck license and a valid driving license an advantage
- Good command of English and Chinese languages, both spoken and written

Working Location: Lamma Island, transportation to be provided.

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at recruit@hkelectric.com. Please also visit our website to know more about our Company <http://www.hkelectric.com>.

Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: GEN-MH-AMWO-COW-Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)