

**Customer Business Support Executive
(Ref. No. CS-CIBD-CBS-CBSE-SPCF-COW)**

Responsibilities :

Reporting to the Customer Business Support Manager, the appointees will mainly perform the following duties:

- To assist Managers in implementing the Smart Power Care Fund and Smart Power Services by building relationship with NGOs and relevant stakeholders, as well as organising engagement and publicity activities
- To handle administrative tasks related to funding applications, from vetting to issuing the subsidy
- To carry out tender enquiries for the supply of electrical appliances under the funding scheme
- To maintain a database for reporting and auditing purposes

Requirements :

- Bachelor's Degree in Business Administration, Languages, Marketing or related disciplines
- A minimum of 4 years' relevant work experience, preferably in customer services, stakeholder engagement, marketing or community campaign administration
- Good PC skills including MS Office and SharePoint, knowledge of Microsoft Copilot and Microsoft 365 an advantage
- Good command of English and Chinese (including Mandarin) languages, both spoken and written

Working Location : North Point

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Human Resources Division, 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: CS-CIBD-CBS-CBSE-SPCF-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)