

Officer (Administration)
(Ref. No. GEN-AP-OA-COW)

Responsibilities:

Reporting to the Manager (Admin & Planning), the appointee will mainly perform the following responsibilities:

- To perform documentation processing and cross-checking of technical specifications and relevant contractual documents, Working Instructions and Meeting Minutes
- To upkeep various databases for the Division and the "Administration" webpage in intranet portal
- To assist CSR Team in canteen operation and recreational activities
- To handle ad hoc administrative projects

Requirements:

- Bachelor's Degree in Business Administration or related disciplines
- Level 4 or above in HKDSE English, Chinese and Mathematics subjects or equivalent
- A minimum of 4 years' relevant experience in administrative field
- Proficiency in PC applications such as MS Word, Chinese word-processing, Excel and PowerPoint
- Excellent command of English and Chinese languages, both spoken and written
- Self-motivated, well-organized and detail-minded
- Ability to work independently and under pressure

Candidates with more relevant experience and/or higher qualification may be considered for the position of Senior Officer (Administration)

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 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: GEN-AP-OA-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)