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

Responsibilities:

Reporting to the Senior Manager (Administration), the appointee will mainly perform the following duties:

- To provide a full spectrum of general office administrative support, including documentation processing and cross-checking of technical specifications, contractual documents, working instructions, and meeting minutes
- To maintain various databases and perform system administration for in-house computer systems
- To assist in canteen operations and recreational or other CSR activities
- To identify opportunities and propose innovative improvement initiatives to enhance administrative efficiency and service quality
- To handle ad hoc administrative projects

Requirements:

- Bachelor's Degree in Business Administration, Languages, or related disciplines
- Level 4 or above in HKDSE English, Chinese and Mathematics subjects or equivalent
- A minimum of 3 years' relevant experience in administrative field, preferably in sizeable organisations
- 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 leverage artificial intelligence tools for automation, process optimisation, and generating intelligent insights for administrative tasks an advantage

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)