

**Administration Assistant  
(Ref. No. CS-CI-AA-COW)**

**Responsibilities:**

Reporting to the Customer Installation Engineer, the appointee will mainly perform the following responsibilities:

- To provide general administrative support such as business correspondence handling, records keeping, documents filing, etc.
- To assist in compiling monthly reports and statistics
- To coordinate training arrangements

**Requirements:**

- Form 5 or 5 subjects at level 3 and above in HKDSE including English and Chinese
- A minimum of 2 years' office administration experience
- Good PC skill and knowledge of MS Office including Chinese word processing
- Good command of English and Chinese languages, both spoken and written

Fresh graduates with higher qualification will also be considered.

**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 Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto: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-CI-AA-COW -Last Name First Name Other Names (if applicable)***

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

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)