

**Officer (Warehouse Services)
(Ref. No. GCD-GS-OWS-COW)**

Responsibilities:

Reporting to the Manager (Warehouse & Logistics Services), the appointee will mainly perform the following responsibilities:

- To handle quotation related documents and manage the invoice certification process
- To perform data processing and analysis, general administration duties and maintain a filing system
- To monitor and report the status of capital and revenue expenditure spending

Requirements:

- Bachelor Degree in Business Management, Logistics Management or related disciplines
- A minimum of 4 years' work experience in warehouse administration, preferably in warehouse facilities management
- Knowledge of handling shipping documents such as Tradelink, Airway Bill, Bill of Lading, Insurance, Incoterm, etc. an advantage
- Familiar with MS Office and warehouse management systems / ERP systems
- Good command of English and Chinese languages, both spoken and written

Working Location: Ap Lei Chau, 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: GCD-GS-OWS-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 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)