

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

Responsibilities:

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

- To handle administrative work including shipping documents and maintain the proper filing system
- To provide customer services at warehouse counter related to goods issuance
- To perform data processing and analysis as well as prepare warehouse documents and reports
- To monitor and report the status of revenue expenditure spending

Requirements:

- Bachelor's Degree in Business, Engineering, Logistics or related disciplines
- A minimum of 2 years' administration work experience in warehouse and logistics fields
- Familiar with MS Office and warehouse management systems/ ERP systems
- Good command of English and Chinese languages, both spoken and written
- Holder of an Industrial Safety Training Certificate (Green Card) and knowledge of documented management system, e.g. ISO 9000 and ISO 45001, preferred

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 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: GCD-GS-AOWS-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)