

**Assistant Manager (Mechanical Contracts)
(Ref. No. GCD-CN-AMMC-COW)**

Responsibilities:

Reporting to the Manager (Mechanical Contracts), the appointee will mainly perform the following responsibilities:

- To handle purchase requisitions and provide end-to-end services to users from tender enquiries to award of contracts
- To perform post-contract administration work including issuance of orders, payment certification and performance evaluation
- To perform ongoing review of the business processes and systems and attain optimal integration
- To administer the e-tendering platform and contracts management system

Requirements:

- Bachelor Degree in Engineering, Business Administration, Purchasing and Supply Chain Management or related disciplines
- A minimum of 8 years' work experience in contracts administration and operations
- Sound knowledge of contractual terms and conditions preferred
- Proficiency in MS Office and other procurement software applications
- Good command of English and Chinese languages, both spoken and written

Working Location: Admiralty

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent & 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-CN-AMMC-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)