

**Assistant Officer (Administration) (9-month Temporary)**  
**(Ref. No. GCD-CN-AO-COW)**

**Responsibilities:**

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

- To carry out office administrative duties including database maintenance and filing of document
- To handle daily business correspondence and assist in preparing reports
- To assist in handling the procurement related activities from quotation enquiry to award of purchase order

**Requirements:**

- Bachelor Degree in Business Administration, Supply Chain or related disciplines with HKDSE at Level 3 or above in English and Chinese (or equivalent in HKALE)
- A minimum of 1 year's procurement or administration work experience
- Proficiency in MS Office and ERP system
- Good command of English and Chinese languages, both spoken and written

This is a 9-month temporary employment. On completion, renewal of contract or permanent employment might be offered, yet subject to the Company's business needs and performance of the individual.

**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 and Remuneration Management, 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: GCD-CN-AO-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)