

**Assistant Community Business Manager**  
(Ref. No. CS-CBD-ACBM-COW)

**Responsibilities:**

Reporting to the Community Business & Engagement Manager, the appointee will mainly perform the following responsibilities:

- To formulate and implement programmes related to the Smart Power Services schemes
- To manage the Smart Power Care Fund and engage various stakeholders including community sector for the promotion of programmes
- To monitor the business processes to ensure regulatory compliance and properly maintain relevant customer information
- To initiate market intelligence collection and studies related to energy markets and community programmes

**Requirements:**

- Bachelor's Degree in Communications, Business Administration, Marketing or related disciplines
- A minimum of 6 years' relevant work experience, preferably in customer services, stakeholder engagement, community communication and promotion
- Knowledge of project management and fund operations an advantage
- Good PC skills including MS Office, preferably with knowledge of MS SharePoint and data analytic solution
- Good command of English and Chinese languages, both spoken and written

**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 Human Resources Division, 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-CBD-ACBM-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)