

Assistant Customer Business Support Executive
(Ref. No. CS-CBD-ACBSE-COW)

Responsibilities:

Reporting to the Customer Business Support Manager, the appointee will mainly perform the following responsibilities:

- To handle applications for community care programmes including database maintenance and report preparation
- To build and maintain relationships with customers and stakeholders and arrange for pertinent publicity
- To assist in formulation and implementation of energy efficiency and renewable energy schemes for customers
- To assist in preparing tender documents and handling procurement processes

Requirements:

- Bachelor Degree in Business Administration, Marketing or related disciplines
- A minimum of 2 years' relevant work experience
- Proficiency in MS Office, preferably with knowledge of Excel macro and MS SharePoint
- 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 Senior Manager (Human Resources Services), 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: CS-CBD-ACBSE-COW -Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the closing 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)