

Assistant Manager (Community Investment)
(Ref. No. PA-AMCI-COW)

Responsibilities:

Reporting to the Manager (Community Investment) in the Public Affairs Department, the appointee will mainly perform the following responsibilities:

- To plan and organise community investment activities and education programmes to promote energy efficiency and conservation as well as low carbon living, including the annual Happy Green Campaign
- To liaise and coordinate with various stakeholders for implementing community investment initiatives
- To promote and publicise the community investment initiatives through traditional and new media
- To assist in driving and promoting the Company's sustainability work, such as reporting ESG performance, benchmarking industry's best practices, organising internal education and promotional programmes

Requirements:

- Bachelor's Degree in Communications, Public Relations, Journalism or related disciplines
- A minimum of 6 years' relevant work experience, preferably in community investment, corporate communication or sustainability reporting
- Proficiency in PC applications such as MS Office, including Excel and PowerPoint
- Experience in leveraging social media and audio-visual production such as photo and video editing an advantage
- 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 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: PA-AMCI-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)