

**Assistant Manager (Administration)
(Ref. No. GEN-AD-AMA-COW)**

Responsibilities:

Reporting to the Senior Manager (Budget & Administration), the appointee will mainly perform the following responsibilities:

- To organise social, recreational and employee engagement activities in the Power Station
- To coordinate and arrange logistics for visits to the Power Station and Lamma Winds, and guide visitors
- To supervise the day-to-day operation of a licensed canteen
- To ensure the smooth management and operation of facilities including the Visitor Centre, Conference Rooms, and typhoon dormitories

Requirements:

- University degree in Business Administration, Language, Communications or related disciplines with at least Grade D or equivalent in English and Chinese Language in HKAL or equivalent
- A minimum of 10 years' relevant experience in event organisation or administrative work, 5 years of which in a supervisory capacity
- Proficient in PC application such as MS Word, PowerPoint, Photoshop and Chinese word-processing
- Knowledge of document control conforming to the requirements of ISO 14001 and OHSAS 18001 an advantage
- Good command of English and Chinese (Cantonese & Putonghua), both spoken and written

Candidates with less relevant qualification and/or experience may be considered for the position of Senior Officer (Administration).

Working Location: Lamma Island, transportation to be provided.

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. 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: GEN-AD-AMA-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 application date.

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)