

**Assistant Manager (Administration Services)
(Ref. No. TND-AMAS-CM-COW)**

Responsibilities:

Reporting to the Chief Engineering Co-ordination Engineer of Construction & Maintenance Department, the appointee will mainly perform the following responsibilities:

- To supervise a team to handle office administration / renovation work and provide quality clerical services and maintain document filling system.
- To review, develop and implement administration policies and procedures
- To monitor human resources matters including head count establishment, employee recruitment, transfer, training and leave as well as personnel records
- To prepare annual budget and control expenditure of administration services
- To contribute to health, safety and environmental initiatives

Requirements:

- Bachelor Degree in Business Administration or related disciplines
- A minimum of 8 years' relevant experience in sizable organisations, of which 3 years at supervisory level
- Experience in committee secretariat, general administration and budgeting
- Good command of English and Chinese languages, both spoken and written

Working Location: Ap Lei Chau, transportation to be provided

Application:

If you are interested in this position, please send your resume and/or 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: TND-AMAS-CM-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)