

**Assistant Manager (Civil Contracts)**  
**(Ref. No. GCD-CN-AMCC-COW)**

**Responsibilities:**

Reporting to the Manager (Civil Contracts), the appointee will mainly perform the following responsibilities:

- To handle purchase requisition and provide end-to-end services to users from tender enquiry to award of contract
- To perform post-contract administration work including interim payment certification, valuation of variation and settlement of final account
- To monitor contract execution including handling of contractual issues and management of contractors

**Requirements:**

- Bachelor Degree in Quantity Surveying, Construction Management, Building Services, Engineering, Purchasing and Supply Chain Management or related disciplines
- A minimum of 8 years' work experience
- Experience in handling construction contracts related to building maintenance works and civil engineering works preferred
- Proficiency in MS Office and other procurement software applications
- Good command of English and Chinese languages, both spoken and written

**Working Location:** Admiralty

Remarks:

This is a 2-year contract employment. On completion, renewal of contract or permanent employment might be offered, yet subject to the Company's business needs and performance of the individual.

**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](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: GCD-CN-AMCC-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)