

**Assistant Officer (Administration)
(Ref. No. TND-CM-AO-COW)**

Responsibilities:

Reporting to the Chief Construction & Maintenance Engineer (Central), the appointee will mainly perform the following responsibilities:

- To provide general administrative support including handling correspondences, excavation permit and leave administration, etc.
- To perform document filing and coordinate report submission
- To update records in various systems
- To maintain fixed asset records and handle procurement of assets

Requirements:

- Higher Diploma / Certificate in Business Administration or related disciplines
- A minimum of 2 years' relevant work experience
- Experience in handling application of excavation permits an advantage.
- Basic knowledge in ISO 9001, ISO 1400, ISO 55001 and ISO 18001 an advantage
- Proficient in Microsoft applications such as Word, Excel, PowerPoint, Sharepoint etc. and Chinese typing
- Good command of English and Chinese languages, both spoken and written

Working Location: Ap Lei Chau, transportation to be provided

Candidate with more experience with lower qualification will be considered.

This is a 1-year contract position. Renewal of contract is 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 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: TND-CM-AO-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)