

Assistant Officer (Administration) (10-month Temporary)
(Ref. No. GCD-CN-AO-COW)

Responsibilities:

Reporting to the Senior Manager (Procurement and Suppliers Management), the appointee will mainly perform the following responsibilities:

- To assist in handling procurement related activities from quotation enquiries to award of purchase orders
- To carry out office administrative duties including database maintenance and filing of documents
- To handle daily business correspondences and assist in report preparation

Requirements:

- Bachelor's Degree in Business Administration, Supply Chain or related disciplines with Level 3 and above in English and Chinese Language in HKDSE
- A minimum of 1-year experience in administration or procurement work
- Good PC skills including MS Office and ERP system
- 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: GCD-CN-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 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)