

**Assistant Officer (Employee Wellness)**  
**(Ref. No. HR-ERNW-AOEW-COW)**

**Responsibilities :**

Reporting to the Manager or Assistant Manager (Employee Relations), the appointee will perform the following responsibilities:

- To assist in employee wellness, engagement and communication programmes including coordination, preparation, implementation and pertinent follow-up with respective parties
- To provide administrative support to the Employee Relations and Wellness Section

**Requirements :**

- Holder of degree in Human Resources Management, Event Management or related disciplines
- Some relevant work experience preferred
- Well versed in the Employment Ordinance and other relevant regulations
- Strong communication and interpersonal skills
- Proficiency in MS Office applications particularly Excel and Word
- Good command of English and Chinese, both spoken and written

Fresh graduates will also be considered.

**Working Location :** Admiralty

**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 [hr\\_recruit@hkelectric.com](mailto:hr_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: HR-ERNW-AOEW-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)