

**Assistant Officer (Human Resources Services)  
(Ref. No. HR-HRS-AOHRs-COW)**

**Responsibilities :**

Reporting to Manager (Human Resources Services), the appointee will mainly perform the following responsibilities:

- To provide a full spectrum of HR services including daily staff movements, recruitment, manpower planning and office administration
- To assist in annual manpower exercises and preparation of regular reports, and perform maintenance of SAP system and HR apps
- To contribute to innovative HR projects and initiatives
- To work with colleagues from different teams on employer brand building and employee engagement projects

**Requirements :**

- Bachelor degree in Human Resources Management or related disciplines
- A minimum of 4 years' relevant work experience, preferably in sizeable organisations
- Well versed in Employment Ordinance and other relevant regulations in Hong Kong
- Good PC skills with strong communication and interpersonal skills
- Good command of English and Chinese languages, both spoken and written

Candidate with less relevant experience may be considered for the position of **Human Resources Assistant**.

**Working Location :** Admiralty

**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 [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-HRS-AOHRs-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)