

**Assistant Officer (Administration)**  
**(Ref. No. CS-CI-AOA-COW)**

**Responsibilities:**

Reporting to the Chief Meter Installation Engineer, the appointee will mainly perform the following responsibilities:

- To provide general administration support including procurement of office equipment, budget and resources control, leave administration, etc.
- To assist in the coordination work for meetings and report compilation
- To register and handle business correspondences, and maintain filing system

**Requirements:**

- HKDSE or above with 5 subjects at Level 3 and above including English and Chinese language
- A minimum of 2 years' relevant work experience
- Good PC skills and knowledge of MS Word, Excel and PowerPoint
- Good command of English and Chinese languages, both spoken and written

**Working Location:** North Point

**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](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: CS-CI-AOA-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.