

Assistant Transport Manager
(Ref. No. TND-CM-ATM-COW)

Responsibilities:

Reporting to the Transport Manager, the appointee will mainly perform the following responsibilities:

- To assist in monitoring and arranging for day-to-day vehicle maintenance and repair work of the Transport Unit
- To oversee the provision of vehicular transport service and provide "Road Safety" training and advice to internal customers
- To assist in the procurement process, e.g. preparing annual budget, vehicle tools and equipment specifications
- To assist in planning or execution of special projects such as formulation of maintenance strategy, upgrade of transport workshop, evaluation of new operational vehicles and review of compliance with transport related legal requirements, etc.

Requirements:

- Bachelor Degree in Transport Studies, Automotive/ Mechanical Engineering or related disciplines
- A minimum of 8 years' work experience in transport fields with 5 years in supervisory role, particularly in managing the operations of vehicle fleet or transport-related duties
- Membership of Chartered Institute of Logistic and Transport (CILT) or Institute of Motor Industry (IMI) an advantage
- Good knowledge in Road Traffic Ordinance and traffic regulations in Hong Kong
- Holder of a valid class 1, 2, 4 & 18 driving license

Working Location: Ap Lei Chau, transportation to be provided

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-ATM-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)