

**Bill Distribution Supervisor
(Ref. No. CS-CS-BDS-COW)**

Responsibilities:

Reporting to the Assistant Customer Services Manager, the appointee will mainly perform the following responsibilities:

- To lead a team to handle day-to-day operations relating to bill, letter and leaflet distribution
- To monitor the operation of the postage and franking machines, and prepare bill distribution statistics
- To liaise with external parties about bill distribution arrangements and answer customers' enquiries

Requirements:

- Form 5 or above with at least 5 subjects at grade E and above in HKCEE or 5 subjects at Level 3 and above in HKDSE including English (Syl. B) and Chinese languages
- A minimum of 2 years' work experience
- Good geographical knowledge of Hong Kong Island and Lamma Island
- Proficiency in MS office including 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 Senior Manager (Human Resources Services), 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: CS-CS-BDS-COW-Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the closing 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)