

**Administration Assistants
(Ref. No. CS-CS-AA-COW)**

Responsibilities:

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

- To provide administrative support such as preparation of business correspondences, documents and reports related to customer electricity accounts as well as maintenance of filing system
- To follow up customer enquiries and requests on customer account matters

Requirements:

- Fresh graduates with a Bachelor Degree or Diploma in Business Administration, Hospitality Management or related disciplines or
- HKDSE with at least 5 subjects at Level 3 and above including English and Chinese (or equivalent in HKCEE) plus a minimum of 2 years' office administration experience
- Good PC skill and knowledge of MS Office including Chinese word processing
- Good command of English and Chinese languages, both spoken and written

These are 2-year contract positions. Renewal of contract is subject to the Company's business needs and performance of the individuals.

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 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: CS-CS-AA-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)