

Administration Assistant
(Ref. No. CS-CS-AA-COW)

Responsibilities:

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

- To provide general administrative support such as preparation of business correspondence and maintenance of filing system
- To follow up customer enquiries and requests on customer account matters

Requirements:

- Form 5 with at least 5 subjects at grade E and above in HKCEE or 5 subjects at Level 3 and above in HKDSE including English and Chinese plus a minimum of 2 years' office administration experience or
- Fresh graduates with higher qualifications
- 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 individual.

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-AA-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)