

**Customer Business Support Executive**  
(Ref. No. CS-CBD-CBSE-COW)

**Responsibilities:**

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

- To implement and administer the funding schemes and services under the Smart Power Services
- To maintain the business processes and follow up the implementation progress of the Scheme of Control Agreement
- To work with different teams for execution of the Smart Power Services as well as promotion and coordination of stakeholder engagement activities
- To create and maintain a comprehensive database including customer information for reporting and auditing purposes

**Requirements:**

- Bachelor's Degree in Building Services Engineering, Electrical Engineering, Mechanical Engineering or related disciplines
- A minimum of 4 years' relevant work experience, preferably in customer relationship management and business development
- Good PC skill and knowledge of MS Office including Word and Excel
- 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-CBD-CBSE-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)