

Customer Liaison Officer
(Ref: PD-C&A-T1-CLO-COW)

Responsibilities :

Reporting to the Chief Civil Engineer, the appointee will mainly perform the following responsibilities:

- To conduct pre-work assessments on the impact of trench work projects to the general public and the customers and prepare trench work related statistics
- To maintain communication with the customers and any other parties concerned on all matters relating to trench works
- To conduct surveys with the customers to collect their feedback and handle any enquiries

Requirements :

- Bachelor Degree in Business Administration or an engineering discipline or equivalent
- A minimum of 3 years' work experience in the customer relations or engineering fields
- Prior training / experience in handling customer complaints and enquiries, experience relating to trench work projects an advantage
- Good command of English and Chinese languages, both spoken and written
- Proficiency in MS Office including Chinese input processing, PowerPoint and Excel
- Holder of a valid driving license preferred

Working Location : Admiralty

Application:

If you are interested in this position, please send your resume (**in PDF format**) and / or the [Application Form](#) 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: PD-C&A-T1-CLO-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 application date.

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)