

**Fire & Security Supervisor  
(Ref. No. GEN-OD-FSS-COW )**

**Responsibilities :**

Reporting to the Manager (Loss Prevention & Training) , the appointee will mainly perform the following responsibilities:

- To manage the fire and security functions and handle pertinent incidents
- To supervise a fire and security team and deliver technical and safety training
- To prepare staff duty rota to maintain the fire and security services

**Requirements :**

- Level 2 in the HKDSE or Grade E in Chinese and English (Syllabus B) in the HKCEE or equivalent
- A minimum of 10 years' experience in related to fire and security work, of which a minimum of 3 years at supervisory level
- Possession of a valid Security Personnel Permit, Class 1 and 2 driving license, and recognised First-aid qualification
- Familiar with the Manual for Security Personnel issued by the Security Guarding Service Industry Authority
- Good knowledge of fire and security legislations preferred
- Proficiency in using MS Office applications including Word, Excel and PowerPoint
- Irregular working hours to handle ad-hoc security incidents

**Working Location :** Admiralty, Ap Lei Chau or Lamma Island, transportation to be provided

**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](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: GEN-OD-FSS-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)