

**Officer (Administration)**  
**(Ref. No. GEN-AD-OA-COW)**

**Responsibilities:**

Reporting to the Manager (Administration), the appointee will mainly perform the following responsibilities:

- To prepare financial reports or analyses for budgetary control and monitoring
- To maintain up-to-date records of various budgetary and contractual information databases
- To handle workman payroll and staff leave management systems
- To handle ad-hoc administrative projects

**Requirements:**

- University Degree in Accounting, Business Administration or related disciplines
- Level 4 or above in HKDSE English and Mathematics subjects, and Level 3 or above in Chinese or equivalent
- A minimum of 4 years' relevant experience in accounting and/ or administrative field
- Proficient in PC applications such as Excel programming, Word, PowerPoint, etc.
- Excellent command of English and Chinese languages, both spoken and written

Candidates with more relevant experience and/ or higher qualification may be considered for the position of Senior Officer (Administration).

**Working Location:** Lamma Island

**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-AD-OA-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)