

Temporary Human Resources Assistant (10-month)
(Ref. No. HR-HRS-HRA-COW)

Responsibilities:

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

- To assist in Human Resources projects and recruitment activities such as electronic personnel file system, coordination of interviews, data verification and input, etc.
- To provide general administrative support such as office equipment procurement and housekeeping process
- To prepare manpower statistical reports

Requirements:

- Bachelor's Degree in Human Resources Management/ Business Administration or related disciplines
- A minimum of 1 years' relevant experience in Human Resources Management/ Business and related work
- Knowledge of Employment Ordinance and relevant statutory regulations
- Good PC skills with strong communication and interpersonal skills
- Good command of English and Chinese languages, both spoken and written

This is a 10-month employment. On completion, employment on contract or permanent basis might be offered, yet subject to the Company's business needs and performance of the individual.

Working Location: Admiralty

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. 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: HR-HRS-HRA-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)