

**Human Resources Assistant
(Ref. No. HR-LD-HRA-COW)**

Responsibilities :

Reporting to Senior Manager (Learning & Development), the appointee will mainly perform the following responsibilities:

- To provide administrative support for in-house training programmes such as training nomination and notification, set-up of training venue, preparation of training materials, programme evaluation, and data consolidation and analysis
- To handle external training applications, manage training records and compile statistical reports
- To coordinate a training sponsorship scheme for employees and a scholarship scheme for the students of tertiary institutions

Requirements :

- Bachelor's degree in Human Resources Management, Business Administration or related disciplines
- Work experience in relevant administration work an advantage
- Good planning, organising and interpersonal skills with business acumen
- Able to prioritise work and perform multi-tasks with minimal supervision
- Proficiency in using MS Office applications including Excel, Word, PowerPoint and Chinese Word Processing
- Good command of English and Chinese languages, both spoken and written

Working Location : Admiralty

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at hr_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-LD-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)