

Community Business Executive
(Ref. No. CS-CBD-CBE-COW)

Responsibilities:

Reporting to the Community Business Manager, the appointees will mainly perform the following responsibilities:

- To plan and conduct guided tours and workshops for visitors at the Company's Smart Power Gallery (SPG)
- To handle enquiries in relation to the SPG and deliver a high quality experience to the visitors and the stakeholders
- To assist in the operation and administration of the SPG
- To implement stakeholder engagement and publicity initiatives relating to Smart Power Services and the SPG

Requirements:

- Bachelor's Degree in Communications, Business Administration, Marketing or related disciplines
- A minimum of 3 years' relevant work experience, preferably in customer services, stakeholder engagement, community communication and promotion
- Experience in providing guided tour an advantage
- Good PC skill including MS Office, preferably with knowledge of MS SharePoint or data analytic solution
- Good command of English and Chinese (including Putonghua) languages, both spoken and written

Working Location: North Point

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: CS-CBD-CBE-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)