

Manager (Administration Services)
(Ref. No. TND-MAS-CM-COW)

Responsibilities:

Reporting to the General Manager Office of Transmission & Distribution Division, the appointee will mainly perform the following responsibilities:

- To supervise a team to handle various office administration, renovation, catering work and provide quality secretarial / clerical services and maintain document filing system
- To coordinate with department secretaries and administration officers in devising, finetuning and implementing administration policies and procedures
- To help developing new IT systems such as SharePoint / documents archiving system and monitor employee movements
- To prepare and consolidate annual budget and control the expenditure of administration services
- To contribute and help overseeing to health, safety and environmental initiatives of the Division

Requirements:

- Bachelor's Degree in Business Administration or related disciplines
- Possession of relevant qualification in Accounting an advantage
- A minimum of 8 years' relevant experience in sizable organisations, in which 3 years at supervisory level
- Experience in committee secretariat, general administration and budget planning
- Good command of English and Chinese languages, both spoken and written

Working Location: Ap Lei Chau, 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 Head of Talent and Remuneration Management, 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: TND-MAS-CM-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)