

**Manager (Administration Services)
(Ref. No. HR-AS-M-COW)**

Responsibilities:

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

- To coordinate a full spectrum of office administration and facility management
- To review, develop and implement administration policies and procedures
- To manage the company canteen, shuttle bus, building services and renovation projects of office and staff quarters, and coordinate procurement of office furniture and supplies
- To prepare annual budget and control expenditure of administration services
- To contribute to health, safety and environmental initiatives

Requirements:

- Bachelor's Degree in Business Administration or related disciplines
- A minimum of 10 years' relevant work experience in sizable organisations, of which 5 years in supervisory level
- Experience in budgeting, building and facility management, and committee secretariat
- Proficient in programming an advantage
- Good command of English and Chinese languages, both spoken and written

Candidate with less relevant experience may be considered for the position of Assistant Manager (Administration Services)

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-AS-M-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)