

Office Manager
(Ref. No. TND-OP-OM-COW)

Responsibilities:

Reporting to the Head of Operations , the appointee will mainly perform the following responsibilities:

- To lead the Finance and Administration Unit to provide finance and administrative services to the Transmission and Distribution Division
- To prepare annual budget, forecast reports and monitor the overall expenditure, capital and revenue budgets, and payroll of the workmen
- To monitor the vendor service contracts, building management services and administrative functions

Requirements:

- Bachelor Degree in Accounting, Finance, Administration, Management or related disciplines
- A minimum of 10 years' work experience in finance and administration with at least 5 years' at managerial level
- Knowledge and experience in building management an advantage

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 Senior Manager (Human Resources Services), 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-OP-OM-COW-Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the closing date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the date of this advertisement.

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)