

Office Assistant
(Ref. No. GEN-AD-O-COW)

Responsibilities:

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

- To distribute documents/parcels in Lamma Power Station and handle mail bags between various working locations of the Company
- To order and distribute stationery items, coordinate printing service and update computer records
- To maintain all the facilities of the Administration Section and handle bookings and set-up of the equipment and facilities
- To perform simple word processing and general administrative duties

Requirements:

- HKDSE with Level 2 or above in English and Chinese Languages
- A minimum of 2 years' relevant experience
- Holder of a valid driving license for Class 1 vehicle
- Able to communicate in simple English and Chinese languages, both spoken and written
- knowledge of MS Word, Excel and Chinese word-processing an advantage

Working Location: Lamma Island, 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: GEN-AD-O-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)