

**Officer (Administration Services)
(Ref. No. HR-AS-OAS-COW)**

Responsibilities:

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

- To prepare financial reports and annual budget
- To maintain fixed assets record and handle assets procurement
- To coordinate office automation projects
- To provide general administrative support including handling correspondence, business card requisitions, reception service and leave administration, etc.

Requirements:

- Bachelor Degree in Business Administration or related disciplines
- Level 4 or above in HKDSE English, Chinese and Mathematics subjects or equivalent
- A minimum of 4 years' relevant work experience
- Basic accounting knowledge an advantage
- Proficient in PC applications such as Word, Excel, PowerPoint, etc. and Chinese typing

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-OAS-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)