

Officer (Administration)
(Ref. No. GEN-AD-OA-COW)

Responsibilities:

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

- To process workman payroll and staff leave administration systems
- To provide time and leave data for various reporting requirement including Annual Report, monthly establishment report, headcount and sick leave management reports
- To perform documentation processing of technical specifications, standing instructions and relevant contractual documents
- To maintain Station Library, Corporate Security System and Corporate Drawing System
- To upkeep various databases for the Division and the "Administration" webpage in Generation's intranet portal

Requirements:

- University 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 experience in administrative field
- Proficiency in PC applications such as MS Word, PowerPoint, Excel and Chinese word-processing
- Excellent command of English and Chinese languages, both spoken and written

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-OA-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)