

Officer (Administration)
(Ref. No. PD-OA-CNA-COW)

Responsibilities:

Reporting to the Head of Civil Engineering & Architectural Services, the appointee will mainly perform the following responsibilities:

- To provide general administrative support to the department
- To upkeep various databases and maintain filing system of the department
- To prepare correspondences, documents and reports
- To handle ad-hoc administrative projects

Requirements:

- Bachelor's Degree in Business Administration or related disciplines
- A minimum of 4 years' work experience in general office administration work
- Strong sense of responsibility and self-motivated
- Proficiency in PC skills and strong communication skills
- Good command of English and Chinese languages, both spoken and written

Working Location: Admiralty

Candidates with less experience will be considered for the position of **Assistant Officer (Administration)**.

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: PD-OA-CNA-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)