

Officer (Administration)
(Ref: PD-A-OA-COW)

Responsibilities :

Reporting to the Office Manager, the appointee will mainly perform the following responsibilities:

- To assist in coordinating payment certifications, monitoring revenue and capital expenditure and to prepare various financial reports and annual budget
- To coordinate business travels and training activities, filing and documentation
- To perform document registration of incoming and outgoing correspondences
- To provide general office administrative support

Requirements :

- Bachelor degree in Business Administration or related disciplines
- A minimum of 3 years' relevant work experience, preferably in sizeable organization
- Good PC skills and knowledge of MS Word, Excel and Powerpoint
- Good command of English and Chinese languages, both spoken and written

Candidates with less relevant experience and lower qualification may be considered for the position of **Assistant Officer (Administration)**.

Working Location : Admiralty

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: PD-A-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)