

**Officer (Logistics Services)**  
**(Ref. No. GCD-GS-OLS-COW)**

**Responsibilities:**

Reporting to the Manager (Warehouse & Logistics Services), the appointee will mainly perform the following responsibilities:

- To handle a full set of procedures relating to import and export custom clearance and declaration
- To source suitable forwarders, schedule shipment and prepare all shipping related documents
- To monitor the maintenance contracts and certification of warehouse facilities and equipment
- To perform regular warehouse health and safety inspections and keep track of the remedy actions

**Requirements:**

- Bachelor Degree in Business Management, Logistics, Industrial Engineering or related disciplines
- A minimum of 4 years' experience in shipping and logistics management
- Good knowledge of custom requirements and regulations and shipping terms
- Experience in handling warehouse facilities management and/or possession of shipping related training certificate preferred
- Excellent command of English and Chinese languages, both spoken and written

**Working Location:** Ap Lei Chau , 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 Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at [recruit@hkelectric.com](mailto: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: GCD-GS-OLS-COW -Last Name First Name Other Names (if applicable)***

Applicants not invited for interview within two months from the closing date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the date of this advertisement.

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)