

**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 prepare contract documents for acquisition and maintenance of warehouse facilities and equipment, and maintain the contract system
- To perform regular health and safety inspections of the warehouse and keep track of the remedial actions
- To handle general logistic and shipment matters and arrange for local delivery of imported goods

**Requirements:**

- Bachelor Degree in Business Management, Logistics, Industrial Engineering or related disciplines
- A minimum of 4 years' experience in warehouse and logistics management or administration
- Knowledge of shipping regulations and shipping terms preferred
- Excellent command of English and Chinese languages (Cantonese & Putonghua), both spoken and written

**Working Location:** Electric Tower

**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)