

Secretary
(Ref. No. MGT-SEC-COW)

Responsibilities:

Reporting to the Operations Director, the appointee will perform the following responsibilities:

- To provide a full range of secretarial support to the Operations Director (OD) as well as general administrative support to the OD's office
- To handle emails and other correspondence and coordinate with relevant parties for the necessary follow-up
- To handle day-to-day administrative matters such as meeting arrangements, telephone calls, reports, document filing, and leave administration, etc.
- To handle ad hoc duties as and when required

Requirements:

- Diploma or above qualifications in business administration, secretarial studies, language or related discipline
- A minimum of 8 years' relevant work experience in secretarial support/administrative duties
- Proficiency in PC skills including MS Office and especially MS Outlook, MS Word, MS Excel and MS PowerPoint
- Good communication and presentation skills
- Self-motivated, good team player, well-organised and detail-minded
- Good command of English and Chinese languages, both spoken, including Mandarin, and written

Working Location: Ap Lei Chau, transportation from strategic locations of HK Island and Nam Cheong on Kowloon side will be provided.

Application:

If you are interested in this position, please send your resume (**in PDF format**) and/or the [Application Form](#) to the Human Resources Division, 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: MGT-SEC-COW-Last Name First Name Other Names (if applicable)

Applicants not invited for an 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 strict 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)