

**Senior Officer (Administration)  
(Ref. No. GEN-AD-SA-COW)**

**Responsibilities:**

Reporting to the Senior Manager (Budget & Administration), the appointee will mainly perform the following responsibilities:

- To provide a full range of secretarial and administrative support to Department Heads including arranging for meetings, handling phone calls and enquires, drafting email and other correspondences, and processing contractual documents
- To perform salary and leave administration, logistical arrangements for stakeholder visits, event management, records and file maintenance, etc.
- To prepare meeting minutes, reports, gathering, summarising and analysing data
- To share the duties of and provide standby coverage for the Secretary of the General Manager

**Requirements:**

- Bachelor's Degree in Business Administration, Language or related disciplines
- Level 4 or above in HKDSE English, Chinese and Mathematics subjects or equivalent
- A minimum of 6 years' relevant experience in secretarial support/ administrative duties, preferably in sizable organisations
- Proficiency in PC applications such as MS Word, Excel, PowerPoint and Chinese word-processing,
- Excellent command of English and Chinese languages, both spoken and written

**Working Location:** Lamma Island, 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 Human Resources Division, 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: GEN-AD-SA-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)