

Service Development Executive
(Ref. No. CS-CS-SDE-COW)

Responsibilities:

Reporting to the Senior Manager (Customer Services) , the appointee will mainly perform the following responsibilities:

- To assist in handling new projects on enhancement of business processes related to customer services and systems
- To support digitalisation and data analysis on services and operations
- To provide assistance in handling customers' enquiries, training, and marketing on products and services
- To maintain ISO9000 quality system and achieve zero non-compliance

Requirements:

- Bachelor's Degree in Business Administration, Marketing, engineering or related disciplines
- A minimum of 3 years' relevant work experience
- Good PC skill and knowledge of MS Office including PowerPoint, Excel and Word. Knowledge of MS SharePoint, Tableau or data analytic solution preferred
- Good command of English and Chinese languages, both spoken and written

Working Location: North Point

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. 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: CS-CS-SDE-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)