

**Specialist (Learning & Development)**  
**(Ref. No. HR-LD-SLD-COW)**

**Responsibilities:**

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

- To develop, administer or implement training-related applications including the Learning Management System (LMS) and other applications which facilitate training nomination, learning activities and related work processes
- To administer the annual training plan/ quarterly calendar, provide logistics and other supports to in-house trainings, arrange data consolidation and analysis for budget and other purposes, and prepare different training reports
- To manage and oversee the in-house training sponsorship scheme and scholarship for tertiary institutes; as well as external training applications for employees
- To coordinate with different HR sections and handle enquiries from internal clients, consultants, suppliers and tertiary institutes
- To perform ad-hoc administrative assignments and participate in projects as required

**Requirements:**

- Bachelor's degree in Human Resources Management, Business Administration or related disciplines
- A minimum of 4 years' experience in training administration and related work
- Work experience in developing a Learning Management System preferred
- Good planning organising and interpersonal skills with business acumen
- Mature, self-motivated and a good team player with positive thinking
- Able to prioritise work and perform multi tasks with minimal supervision
- Proficiency in using MS Office applications including Word, PowerPoint and Excel
- Good command of English and Chinese languages, both spoken and written

**Working Location:** Admiralty

**Application:**

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Head of Talent and Remuneration Management, The Hongkong Electric Co., Ltd. at [hr\\_recruit@hkelectric.com](mailto:hr_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: HR-LD-SLD-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)