

**Transport Administrator
(Ref. No. TND-CM-TranAdmin-COW)**

Responsibilities:

Reporting to the Transport Manager, the appointee will perform the following responsibilities:

- To handle day-to-day operations of car pool system, including monitoring of the conditions, usage and routine checking of pool cars and input of pool car requisition chits
- To monitor the internal EV chargers and keep records of all related meter readings
- To assist in daily office administration and purchasing spare parts for vehicles
- To perform duty under adverse weather conditions and staggered working hours, and work overtimes when required

Requirements:

- Form 7 with 3 years' working experience or 5 subjects at Level 3 and above in HKDSE including English Language, Chinese Language & Mathematics
- 2 years' relevant experience in transport-related administration
- Familiar with roads & traffic regulations. Basic knowledge in motor vehicle engineering and vehicle operation is preferred
- Good command of English and Chinese languages, both spoken and written, able to speak simple Putonghua
- Able to use PC application, e.g. MS Office
- Possession of a valid driving license for classes 1, 2, 4 and preferably to have class 18

Working Location: Ap Lei Chau, transportation to be provided

Application:

If you are interested in this position, please send your resume (in PDF format) and/or the [Application Form](#) to the Senior Manager (Human Resources Services), 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: TND-CM-TranAdmin-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)