

**Assistant Manager (Corporate Affairs)**  
**(Ref. No. PA-AMCA-COW )**

**Responsibilities:**

Reporting to the Manager (Corporate Affairs), the appointee will mainly perform the following duties:

- To assist in planning and implementing community and elderly care programmes
- To administer the Company's Volunteers Team, and assist in planning and organising related services
- To assist in handling corporate affairs and communication tasks, both online and offline, and support other departmental administrative tasks
- To handle public enquiries and requests

**Requirements:**

- Bachelor's Degree in Communications, Public Relations, Journalism or related disciplines
- A minimum of 6 years' relevant work experience, preferably in sizeable organisations with experience in organising community programmes, corporate communication and event or project management
- Proficiency in PC applications such as MS Office, including Excel and PowerPoint, and Chinese word-processing; knowledge of Adobe Photoshop and Adobe Premiere an advantage
- Good command of English and Chinese languages, both spoken and written
- Willing to work outdoors and outside office hours if required

**Working Location:** Admiralty

**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: PA-AMCA-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)