

**Assistant Manager (Electrical Contracts)  
(Ref. No. GCD-CN-AMEC-COW)**

**Responsibilities:**

Reporting to the Senior Manager (Electrical and Mechanical Contracts), the appointee will mainly perform the following responsibilities:

- To assess the purchase requisitions and ensure the necessary end-to-end services being delivered to users from tender enquiry to award of contract
- To manage the post-contract administration work including issuance of orders, variation orders, payment certification and performance evaluation
- To perform ongoing review of the business processes and systems to attain optimal workflow
- To manage an e-tendering platform and contracts management system to ensure fulfillment of the expected requirements

**Requirements:**

- Bachelor's Degree in Engineering, Business Administration, Purchasing and Supply Chain Management or related disciplines
- A minimum of 6 years' relevant work experience in contract administration and operations
- Sound knowledge of contractual terms and conditions preferred
- Proficiency in MS Office and other procurement software applications
- Good command of English and Chinese languages, both spoken and written

**Working Location:** Admiralty

Candidates with less relevant experience and lower qualification may be considered for the position of Senior Officer (Electrical Contracts).

**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: GCD-CN-AMEC-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 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)