

Assistant Officer (Administration)
(Ref. No. GEN-MH-TS-AOA-COW)

Responsibilities:

Reporting to the Manager (Warehouse Operations), the appointee will mainly perform the following duties:

- To prepare stock reports and forecast the needs
- To place orders, monitor and maintain stock items
- To handle clerical work including preparing KPIs, Business Process Diagram (BPD) drawings, Planned Order Reports, and Return Goods documentation
- To perform other administrative tasks as assigned

Requirements:

- Diploma or Higher Certificate in Business Administration, Supply Chain Management, Logistics, Accounting or related disciplines
- A minimum of 5 years' relevant working experience in inventory management, logistics or supply chain
- Proficiency in SAP inventory management modules, such as SAP MM (Materials Management) or SAP WM (Warehouse Management)
- Basic knowledge of Factories and Industrial Undertakings (F&IU) Regulations, and Health and Safety compliance requirements
- Good PC skill and knowledge of MS Office
- Good command of English and Chinese languages, both written and spoken

Working Location: Lamma Island, transportation to be provided.

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: GEN-MH-TS-AOA-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)