

**Junior Draughtsman
(Ref. No. TND-DP-JrDraught-COW)**

Responsibilities:

Reporting to the Chief Distribution Planning Engineer, the appointee will mainly perform the following responsibilities:

- To perform general drafting and updating work by using standard CAD software
- To prepare utility cable records and standard correspondences such as letters and faxes in relation to public enquiries

Requirements:

- Form 5 with at least grade E in HKCEE or Form 6 with at least level 3 in HKDSE, including English and Chinese
- A minimum of 2 years' work experience
- Knowledge of standard CAD software such as AutoCAD, Microstation etc. and proficiency in MS office an advantage
- Good command of English and Chinese languages, both spoken and written

Working Location: Admiralty, 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: TND-DP-JrDraught-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)