

**Officer (Administration)
(Ref. No. TND-FM-OA-COW)**

Responsibilities:

Reporting to the Senior Manager (Facility Management), the appointee will mainly perform the following responsibilities:

- To provide full spectrum of general office administrative support and secretarial work
- To handle procurement of assets and further logistics support
- To perform contract administration work using in-house developed computer system
- To maintain staff training and leave record, fixed asset records, filing system and documentation
- To manage the stock of office supplies

Requirements:

- Bachelor's degree in Business Administration or related disciplines
- A minimum of 3 years' relevant administrative or secretarial work experience, preferably in sizeable organisations
- Knowledge in Ariba system an advantage
- Tact and good judgement in confidential situations
- Good computer skills of Microsoft applications such as Word, Excel, PowerPoint, SharePoint and Chinese typing
- Good command of English, Chinese and Putonghua, both spoken and written

Working Location: Ap Lei Chau, 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-FM-OA-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)