

Transport Officer
(Ref. No. TND-CM-TO-COW)

Responsibilities :

Reporting to the Transport Manager, the appointee will perform the following responsibilities:

- To prepare for the annual budget and drafting of specification for procurement of tools and equipment for the Transport workshops
- To assist in planning or executing projects such as annual capital, revenue budget, vehicle and transport related legal compliance etc.
- To monitor and arrange day-to-day vehicle maintenance/repair work and ensure the quality of the vehicles
- To organize and maintain relevant statistics related to transportation
- To ensure the smooth daily operation of the fleet
- To deliver road safety information and training to internal customer

Requirements :

- Holder of DSE with 3 years' work experience in transport-related field or 5 subjects at Level 3 and above in HKDSE including English, Chinese and Mathematics, with 5 years' relevant experience in transport-related operation and handling of motor vehicles will also be considered.
- Preferably a member of Chartered Institute of Logistic and Transport (CILT) or Institute of Motor Industry (IMI).
- Well versed in Road Traffic Ordinance and traffic regulations in Hong Kong
- Good command of English and Chinese languages, both spoken and written
- Holder of a valid class 1,2 & 4 driving licence

Working Location : Ap Lei Chau , transportation to be provided.

Application:

If you are interested in this position, please send your resume (**in PDF format**) and the [Application Form](#) 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-CM-TO-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.