

Vacancy

CLPe Solutions Limited
HR, Administration & Business Support Department
Administration & Business Support Branch
Clerical Officer I (2-Year Contract)
[Ref. CLPeS-HRA&BS-A&BS-COI]

Founded in 1901 as China Light and Power Company Limited in Hong Kong, CLP Group has grown from a Hong Kong-based power utility into a leading investor and operator in the Asia Pacific Region's electricity market. Its portfolio comprises over 60 generation assets of gas, coal, nuclear and renewable energy, distribution and transmission assets and retail operations. The CLP Group is owned by CLP Holdings, a company listed on the Stock Exchange of Hong Kong.

CLPe Solutions Limited (formerly CLP Engineering Limited), incorporated in Hong Kong in 1985, is a wholly-owned subsidiary of CLP Holdings Limited with extensive experience in providing total energy solution. The company undertakes a variety of services including energy management solutions, distributed energy as well as power engineering, infrastructure and facilities management.

We are looking for an energetic and diligent candidate to join our Administration & Business Support Branch of CLPe Solutions Limited. Key responsibilities include:

- Provide timely and accurate clerical services including typing, filing, photocopying, scanning, document dispatching, system data inputting and simple statistics compilation and reporting
- Assist in handling low value purchases, payment requests, invoices, stationery supplies and distributions
- Handle incoming telephone calls and customers enquiries in an efficient and courteous manner
- Provide support to various company events and functions
- Perform any other duties assigned by supervisor as and when required

Requirements

- 5 passes in HKCEE including English (Syllabus B) or Level 2 or above in 5 subjects in HKDSEE including English or equivalent plus at least 3 years' relevant experience
- Proficient in the use of MS Office applications (both Chinese and English)
- Knowledge of SAP system will be an added advantage
- Organised, independent and able to work under pressure
- Good working attitude with helpful and supportive manner

Please apply by sending email to clpe@clp.com.hk giving a detailed C.V., including academic qualification, career history, current and expected salary, major achievements and personal attributes on or before **26 February 2021**.

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website: <https://www.clpgroup.com/>

Date Exhibited: 19.02.2021

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Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)