

Vacancy

CLPe Solutions Limited
HR, Administration & Business Support Department
Administration & Business Support Branch
Administrative Assistant (2-Year Contract)
[Ref. CLPeS-HRA&BS-A&BS-AA]

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 day-to-day administrative support to the company and assist in the maintenance and administration of company record
- Facilitate regular checking and maintain an accurate record of fixed assets and non-fixed assets
- Coordinate company orientation programme and mandatory e-learning programmes for new comers to ensure compliance is in place
- Compile, analyze and provide training statistics and update training records in SAP on a timely basis
- Maintain an effective filing system and handle sensitive information and documents with discretion
- Handle ad-hoc tasks and assignments when required

Requirements

- University graduate in Business Management or equivalent with at least 2 years' relevant experience; or Diploma holder in Business Management or equivalent with at least 5 years' experience
- Proficient in both spoken and written Chinese and English
- Excellent in the use of MS Office applications. Experience in using SAP application would be an added advantage
- Discreet with professional attitude in handling confidential information
- Good interpersonal and communication skills
- Pleasant, customer-oriented, hardworking and self-motivated
- Candidates with less experience will be considered as Clerical Officer I

Please apply by sending email to clpehr@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 **8 May 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/>

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