

# 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]**

*CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.*

*CLP is an Equal Opportunity Employer and is committed to providing a working environment free from discrimination or harassment. All applicants will be considered for employment on an equal basis regardless of gender, physical or mental state, race, nationality, religion, age, family status or sexual orientation.*

*CLP is also a certified Fair Wage Employer in recognition of the Company's exemplary wage policies and practices.*

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 a high caliber professional to join Administration & Business Support Branch and responsible for the following major duties:

- Handle day to day administrative support to the office and maintain its best practices
- Administer leave systems and overtime and work allowance records in the systems, e.g. EHRS, EFMS and update records on timely basis
- Coordinate with the business units on the overtime and allowance consolidation
- Compile, analyse and prepare regular update on leave, overtime and work allowance statistics and reports
- Handle administration tasks for Cat F contractors, not limited to the starters' and leavers' account administration, but also preparing relevant report and analysis with consolidated data.
- Coordinate the company orientation and mandatory e-learning programmes for Cat F contractor to ensure compliance in place.
- Handle renewal of company license and corporate membership
- Support Employee Relations, i.e. well-being arrangement / ICAC seminar for CLPeS colleagues
- Maintain an effective filing system and handle sensitive information and documents with discretion

- Provide support to ad hoc assignments/projects as and 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 for a lower position

Please apply by sending email to [clpehr@clp.com.hk](mailto: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 **28 November 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: 29.10.2021**

**Date Withdrawn: 28.11.2021**

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)

*Energy for Brighter Tomorrows*