

# Vacancy

**CLPe Solutions Limited**

**HR, Administration & Business Support Department**

**Administration & Business Support Branch**

**Senior Administrative Officer (2-Year Contract)**

**[Ref. CLPeS-HRA&BS-A&BS-SAO]**

*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 our Administration & Business Support Branch as Senior Administrative Officer. Key responsibilities include:

- Plan and arrange the general administrative services, including but not limited to the procurement of goods and services, rental and leasing arrangement, office accommodation, furniture and fittings, telecommunications, cleaning, security, record management, license renewal, fixed assets and non-fixed assets management, courier services in all offices and E-fax distribution
- Supervise and train a team of clerical staff to deliver quality administrative services to both internal and external customers in an efficient and effective manner
- Conduct regular reviews on administration policies, operating systems and working practices to ensure the services and systems provided are effective and able to meet the changing needs of the company and in compliance with the internal control policies
- Assist in managing and monitoring the Temporary Manpower Service Contracts and other office services contracts such as Cleaning Service Contract, Courier Service Contract etc.
- Act as Transport Coordinator and responsible for the vehicle budget replacement, follow up fleet vehicles/cards /fuel chits record and charging, arrange vehicle licenses and penalties matters
- Support the leave administrator role
- Assist in compiling operating and capital budgets of the overall company administration expenses in accordance with the operational requirements
- Organize staff engagement functions and internal communication activities, i.e. Annual Dinner, Christmas Party, Management Briefings, Recreation Activities etc.

- Compile, analyze and prepare regular reports to management
- Other ad-hoc duties as assigned

**Requirements:**

- A recognized Degree in Business Administration or related disciplines with a minimum of 5 years' relevant experience
- Proficiency in both spoken and written Chinese and English
- Excellent cross-team collaboration, interpersonal, communication and problem-solving skills
- A quick learner with strong self-motivation and able to work in tight schedule
- Independent, well-organized and result-oriented
- Familiar with PC applications, knowledge in SAP system preferred
- Candidates with less experience will be considered for 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 **27 May 2022**.

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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