

Vacancy

CLPe Solutions Limited

Human Resources, Administration & Business Support Department

Human Resources Branch

Senior Human Resources Associate (2-year contract)

[Ref. CLPeS-HR&A-HR-SHRA]

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 Human Resources Branch as Senior Human Resources Associate. Key responsibilities include:

- Provide efficient and effective human resources services to client departments, including providing support to headcount planning & monitoring, recruitment & selection, employee communication & engagement, benefits administration etc.
- Provide support to various HR projects and annual exercises, initiatives, staff events and administration
- Administer HR systems and programs, e.g. EHRS, compensation and benefits programs, etc.
- Perform HR data analytics and prepare HR reports, e.g., manpower statistics, and compile management reports
- Support and coordinate training and development activities, handle all training coordination and logistics
- Maintain an updated, efficient and effective central filing system
- Perform any other duties assigned by supervisor as and when required

Requirements:

- Bachelor's degree in Business Administration / HR Management or equivalent
- Minimum 3 years' relevant experience, with GBA experience is preferred
- Basic knowledge of HR related policies and procedures and with good understanding of employment related ordinances and regulations
- Proficient in MS Office applications, including MS Word, Excel, and Powerpoint
- Experience in using SAP / HRIS would be an advantage
- Result oriented, meticulous and with strong interpersonal and communication skills
- Organized, independent, innovative, and able to work under pressure
- Proficiency in both spoken and written Chinese and English

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 **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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