

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]

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 an energetic and diligent candidate to join Administration & Business Support Branch and responsible for the following major duties:

- Provide timely and accurate clerical services including office equipment maintenance, office storage, procurement of office supplies and consumables and payment arrangement etc.
- Facilitate regular checking and maintain an accurate record of fixed assets and disposal arrangement
- Assist the role as leave administrator and update the leave records in SAP on a timely 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 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 **2 July 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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