

Vacancy

CLP Power Hong Kong Limited
Customer & Business Development
Customer Experience Support
Billing & Credit Control
Billing & Credit Management Assistant (2-Year Contract)
[Ref. CLPP-CBD-CES-B&CMA]

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.

Applications are now invited to fill the following vacancy in the Customer Experience Support Department of our Customer & Business Development Group (CBD). As a member of the Billing, payment and credit management team, the candidate is required to carry out major duties as follows:

- Support daily operations such as postings, adjustments, reconciliation and handle enquiries
- Conduct user acceptance test to verify/accept system changes before deployment in the production environment
- Support improvement initiatives on customer services, system and procedure to enhance productivity and customer services
- Admin support on billing and credit control knowledge retention

Requirements:

- Degree holder in business administration, accounting or related discipline is desirable
- At least 2 years relevant working experience
- Able to communicate well in English and Chinese
- Good computer knowledge in Microsoft Excel, Word and PowerPoint
- Possession of SAP experience is preferable
- A team player with strong communication and interpersonal skill, customer-oriented, self-motivated, committed and able to work independently

Please apply by sending email to hrcd@clp.com.hk giving a detailed C.V., including career history, major achievements and personal attributes **on or before 26 November 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CES_B&CMA_Last Name_First Name_Other Names (if applicable)

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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