

Vacancy

CLP Power Hong Kong Limited

Corporate Affairs

Corporate Affairs (Business Operations)

Nuclear, China and Customer Businesses

Corporate Affairs Executive

[Ref. : CLPP-CA-CABO-NCCB-CAE]

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.

In support of the Company's business development, we are looking for a high calibre candidate to join the Corporate Affairs (Business Operations) Department of CLP Power Hong Kong Limited. Reporting to Principal Corporate Affairs Manager, the appointee will provide support to departmental administration and corporate services of the Corporate Affairs (Business Operations) Department. The appointee will have the following key responsibilities:

- Provide support on budget preparation and monitoring, compilation of reports, preparation for internal audit and record management
- Provide administrative support to the Department including, but not limited to, maintain efficient and effective filing systems, purchasing office supplies, procurement, fixed assets co-ordination or any other tasks as directed by supervisors
- Provide support to various Departmental programmes and events, and online monitoring
- Assist in cross-team support and ad hoc tasks as required

Requirements:

- A recognised Degree, Higher Diploma or Higher Certificate in the field of business administration, accounting or communications with a minimum of 3 years' relevant experience in administration or accounting; experience in corporate communications and public relations is a plus.
- Being a team player and able to work at fast pace and independently
- Results oriented, energetic, possession of good interpersonal skills and stakeholder's engagement skills

- Good organisational skills and ability to work under pressure to deal with multiple tasks and tight deadlines
- Proficient in both spoken and written English and Chinese
- Profound knowledge and application of PC skills including MS Word (English & Chinese), PowerPoint, Excel, Outlook and Internet
- Willing to work irregular hours and outside office hours

Please apply by sending email to hrcd@clp.com.hk giving a detailed C.V., including academic qualifications, career history, major achievements, and personal attributes on or before **28 June 2022**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: NCCB-CAE_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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Energy for Brighter Tomorrows