

Vacancy

CLP Power Hong Kong Limited

Corporate Affairs

Corporate Affairs (Communications)

Community, Public Education & Visitation Facilities Management

Senior Corporate Affairs Executive (Permanent/2-Year Contract)

[Ref. : CLPP-CA-CAC-SCAE]

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 Corporate Affairs professional to join the Corporate Affairs (Communications) Department of CLP Power Hong Kong Limited. Reporting to the Senior Corporate Affairs Manager, the successful candidate will be responsible for implementing a series of programmes and initiatives outlined below.

Responsibilities:

- Assist supervisors in planning and formulating various creative and on-trend public education and community programmes, to promote energy saving and power expertise to target audience
- Assist supervisors to implement corporate events and projects driven by CLP Power to promote company image
- Coordinate with internal and external parties including community partners, commercial companies, contractors and suppliers to organise and execute the programmes and projects
- Develop effective communication plans and communication materials for public education, community programmes and corporate events, such as press releases, speeches, fact sheets, write-ups and other communication tools for publicity purposes
- Support department's media communications such as news monitoring, handle media enquiries and media publicity
- Provide support to daily administration tasks such as procurement, budget preparation and monitoring, compilation of reports and undertake cross-team functions or any other tasks as directed by supervisors

Requirements:

- A recognised Degree in Communications, Public Relations, Journalism, Marketing, or other related disciplines
- A minimum of 5 years' working experience, preferably in communications discipline with media and corporate background.
- Knowledge in the latest trend of the digital platform is an advantage
- Creative, proactive and self-motivated
- Well-organised, detail-minded, independent, a fast learner with the ability to perform multitasking under pressure with tight deadlines.
- Excellent communication and interpersonal skills, including both spoken and written English and Chinese
- Strong planning and organising skills, ability to perform multitasking under pressure with tight deadlines
- Able to work independently and deal with a diverse range of stakeholders
- Proficient in MS Office applications (Chinese and English)

Please apply by sending email to hrcd@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 **12 August 2022**.

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

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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