

Vacancy

CLP Power Hong Kong Limited

Customer Success & Experience Business Group

Retail Strategy & Product Portfolio Management Department

Secretary (2-Year Contract)

[Ref.: CLPP_CSE_RS&PPM_SEC]

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.

We are looking for a high calibre individual to join the Retail Strategy and Product Portfolio Management Department in our Customer Success & Experience Business Group. Reporting to the Director - Retail Strategy and Product Portfolio Management, the appointee will be responsible for the following duties:

Major Duties:

- Provide secretarial support to the department head including managing meetings/visits schedules, correspondences, and travel arrangement
- Organise meeting, manage agenda, collate, and distribute materials
- Maintain an organized and effective documentary system for records
- Provide administrative support to the Department, e.g. purchasing office supplies, seating arrangement, budgeting, staff claims and cultural activities, etc.
- Assist in internal control activities and ad-hoc duties as assigned

Requirements:

- Minimum 5 subjects passed in HKCEE including English (Syllabus B) and Chinese, or in HKDSE including English and Chinese. Recognised certificate in Secretarial Studies is a preference
- Minimum 5 years secretarial experience, and hands-on experience in handling dynamic schedules and liaison with external counterparts
- Strong organizing capability, able to work independently under a fast-moving environment
- A pleasant, proactive and mature character with strong interpersonal and communication capabilities
- Proficiency in spoken and written Chinese & English. Fluency in Putonghua will be a definite advantage
- Excellent PC knowledge and Microsoft Offices skills (both English and Chinese)

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 **19 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: CSE_RS&PPM_SEC_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/>



Date Exhibited: 12.08.2022
Date Withdrawn: 19.08.2022

Information Classification: PROPRIETARY
(本項職位空缺只備英文版本)



Energy for Brighter Tomorrows