

# Vacancy

## CLP Power Hong Kong Limited Information Technology Group / Secretary (2-Year Contract) [Ref. CLPP-ITG-S]

*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.*

CLP has embarked on a journey to becoming a "Utility of the Future" which is customer-centric, agile and digitally-enabled. The company is launching strategic transformation initiatives across the business in which next generation technologies will play a pivotal role.

We are looking for a Secretary to join our Information Technology Group in CLP Power Hong Kong Limited. The appointee will be responsible for the following duties:

### Key Responsibilities:

- Maintain calendar and organize meetings and perform secretarial and administrative duties including confidential information for Senior Leadership Team
- Make logistical arrangements for external business meetings and business trips and process claims for business-related expenses and business trips for Senior Leadership Team
- Provide logistic support to IT team and planning for the culture change activities, plus act as Training Coordinator for training records
- Act as secretary representing IT team to SHEQ committee, performing logistics and planning meetings and coordinate with various teams to compile and provide monthly and quarterly presentation packs
- Maintain a proper central filing system by using Electronic Document Management System
- Assist in organizing and supporting various company and departmental events and functions, e.g. Annual Dinner, Christmas Party, Management Briefings, Recreation Activities etc.
- Perform ad hoc assignments from administration and Senior Leadership Team when required

### Requirements:

- 5 passes in HKCEE including English (Syllabus B) and Chinese or Level 2 or above in 5 subjects in HKDSEE including English and Chinese plus recognised Diploma in Secretarial Studies or equivalent, with university education highly preferable
- At least 4 years' secretarial and administrative experience with proficiency in MS Office applications
- Capability to communicate effectively at all levels in both spoken and written English and Chinese (including Putonghua and simplified Chinese)
- Organised, independent, self-motivated, detail-minded and able to work under pressure

Please apply by sending email to [chr@clp.com.hk](mailto:chr@clp.com.hk) giving a detailed C.V. including current and expected salary, career history, major achievements and personal attributes on or before **16 October 2021**.

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: 8 Oct 2021**

**Date Withdrawn: 16 Oct 2021**

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