

Vacancy

CLP Power Hong Kong Limited
Human Resources Department – CLP Power
Human Resources – Corporate Units
Human Resources Assistant (2-Year Contract)
[Ref: CLPP-HR-CU-HRA]

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 an energetic and dedicated candidate to join the Human Resources Department of CLP Power Hong Kong Limited.

The successful candidate will provide a full spectrum of HR services to designated business units and deliver strategic HR initiatives.

Key responsibilities:

- Provide administrative support on the full cycle of HR processes, including manpower budgeting, recruitment and onboarding, performance management, benefit programs, succession planning, etc
- Offer all-round account services to our internal clients with guidance from HR Professionals
- Support strategic projects, digitalization and change initiatives including HR process review, automation initiatives and Enterprise Resource Planning (ERP) project to optimize resources and build tomorrow's workforce
- Compile, analyse and prepare insightful human resources metrics and reports to support management decision
- Maintain updated HR records in Human Resources Information Systems and centralized personal file system
- Provide support to employee engagement initiatives, ad hoc assignments/projects as and when required

Requirement

- Bachelor's degree in Business Administration, Human Resources, Data Analytics, Information Technology, Psychology, and other relevant disciplines with minimum 2 years' relevant experience

- Basic knowledge of HR related policies and procedures and with good understanding of employment related ordinances and regulations
- Digital savvy and proficient in MS Office applications. Experience in using SAP HR application, Excel VBA, Power BI and Power Automate would be an advantage
- Excellent analytical, problem solving, and high learning agility with a growth mindset
- Good command of both spoken and written Chinese and English
- Organised, independent, customer-oriented and able to work under pressure

Please apply by sending email to chr@clp.com.hk giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **30 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: HR-HRA_Last Name First Name Other Names*

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