

Vacancy

CLP Power Hong Kong Limited Human Resources Department – CLP Power Compliance and Employee Relations Supervisor (2-Year Contract) [Ref: CLPP-HR-C&ER-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.

We are looking for an energetic and dedicated candidate to join the Compliance and Employee Relations Team of Human Resources - CLP Power.

Reporting to the Assistant Human Resources Manager – Compliance, the successful candidate will be responsible for launching and leading daily maintenance of Contractor administration and governance process to ensure accuracy and timeliness.

Key responsibilities:

- Support the launching of Contractor Administration & Governance System.
- Responsible for daily maintenance of the System that monitors and reports the utilization of contractors.
- Supervise clerical staff in data collection and input to ensure accuracy and timeliness
- Liaise with user departments to follow-up missing cases / unclear data.
- Alert Assistant HR Manager on major difficulties which she / he cannot tackle by himself/herself.
- Generate analytic reports and database for data analysis and contractor dashboard regularly or on required basis

Requirements:

- Higher Diploma in Business Administration or above
- At least 4 years' administration work experience with 1 year in supervisory role
- Sound computer skills including PDF editing, MS Office (Word, Excel Outlook)
- Proficiency in using SAP HR Information System is highly preferred

- Knowledge in Robotic Process Automation (RPA) or MS Excel Macro is an advantage
- Good command in English and Chinese
- Prudent and able to keep confidentiality, experience of handling personal data is highly preferred
- Good supervisory skills and be able to motivate team members
- Detail-minded, independent, able to work under pressure and tight timeline

Please apply by sending email to chr@clp.com.hk giving a detailed C.V., including career history, major achievements and personal attributes on or before **2 Mar 2021**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: CLPP_HR_C&ER_S_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/>

Date Exhibited: 23 Feb 2021

Date Withdrawn: 2 Mar 2021

Information Classification: PROPRIETARY

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