

# Vacancy

## CLP Power Hong Kong Limited Human Resources Department – CLP Power Human Resources – Corporate Units Human Resources Assistant (Permanent / 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 a seasonal professional to join the Human Resources Department - CLP Power Hong Kong Limited.

Major accountabilities include:

- Provide administrative support on the full cycle of HR processes, including manpower budgeting, recruitment and onboarding, performance management, benefit programs, staff movement and separation
- Offer all-round account services to our internal clients with guidance from HR Professionals
- Provide support to various HR projects and cross-Business Group projects / initiatives
- Detail-oriented and be sensible in handling confidential information
- Compile, analyse and prepare human resources metrics and management reports
- Maintain an updated HR records in Human Resources Information Systems and centralized personal file system
- Provide support to ad hoc assignments/projects as and when required

Requirements:

- Bachelor Degree in Business Administration / HR Management or equivalent with minimum 2 years' relevant experience; or DSE / HKCEE graduate with 5 passes including English (Syllabus B)

and Chinese Language with not less than 5 years' relevant experience plus Diploma in HR Management or equivalent

- Proficiency in both spoken and written Chinese and English
- Basic knowledge of HR related policies and procedures and with good understanding of employment related ordinances and regulations
- Excellent in the use of MS Office applications. Experience in using SAP HR application and Power BI would be an advantage
- Result oriented, meticulous and with strong interpersonal and communication skills
- Organised, independent, customer-oriented 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 career history, major achievements and personal attributes on or before **30 July 2021**. If selected candidate is currently on short-term contract basis, he/she will be offered appointment on 24-month contract.

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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