

# Vacancy

**CLP Power Hong Kong Limited**  
**Human Resources – CLPP Management**  
**Human Resources Assistant**  
**[Ref. CLPP-HR-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.*

The candidate is required to provide full range of project and administrative support to the Director – Human Resources (CLPPHK). It is a development position and ideal for candidates who are passionate in starting a professional career in HR management and want to gain all rounded exposure in a dynamic environment

- Assist the Director- HR(CLPPHK) with administrative duties and completes a broad variety of tasks such as managing calendar, event management, leave management, archiving etc.
- Coordinate internal and external meetings, manage agenda and prepare for minutes
- Manage and support professional development programs, employee engagement and communication initiatives for the HR team
- Support the Director in preparing for presentations, organization charts, reports, dashboards and postings
- Coordinate HR budget
- Manage HR processes and administrative duties, not limited to maintaining HR records in the HR Information System, budget preparation, materials prepared for talent succession, etc.
- Keep track of projects and priority deliverable completion status. Take up ad hoc assignments and projects as and when required

## Requirements

- Bachelor degree or above in psychology, business or other relevant disciplines
- At least 2 years of work experience
- Good command of English and Chinese language skills
- Experience in managing physical and virtual events
- High level of proficiency in using powerpoint, excel, virtual interactions tools and social media
- Prior experience in HR management or diverse work environment from sizeable organizations preferred
- Well organized, strong interpersonal skills, team player, self-starter 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 academic qualifications, career history, major achievements and personal attributes on or before **21 January 2022**.

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: 14 Jan 2022**  
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*Energy for Brighter Tomorrows*