

# Vacancy

**CLP Power Hong Kong Limited**  
**Generation Business Group**  
**Castle Peak Power Station / Business Office**  
**Planning Support Assistant**  
**[Ref.: CLPP-GBG-CPPS-BO-PSA]**

*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.*

Applications are invited for the above vacancy in Business Office of the Castle Peak Power Station (CPPS). The appointee will be responsible for high quality secretarial and administrative support to Business Office, to support the efficient operation of CPPS office and support CPPS in striving for Operational Excellence. Major duties include:-

**Administrative support and programming:**

- Handle day-to-day approval processes.
- Support budget monitoring.
- Schedule appointments, meetings, workshops and site visit.
- Manage leave records.

**Documentation, filing and management reporting:**

- Support the compilation, validation and quality enhancements for all technical data, and consolidate management reports.
- Prepare meeting minutes, presentation or broadcast materials.
- Handle and refer to relevant parties queries and correspondences.
- Maintain a high quality filing system.

**Office support and maintenance:**

- Purchase and manage office supplies.
- Support Integrated Facility Management (IFM) and office equipment maintenance.

**Functional support:**

- Responsible for Resources Planning Team administration and maintenance work requests review, e.g., setting up and maintaining efficient & effective filing systems, and reviewing maintenance work request to ensure all are compliance to Company requirements.
- Support compliance (e.g., audits) and safety initiatives.
- Support team-building and cultural change activities.
- Support innovation, digitalisation and streamlining initiatives.

**Others:**

- Support Secretary of Director/Castle Peak Power Station.
- Any ad-hoc duties assigned by supervisor.

**Requirements:**

- Minimum 5 subjects passed in HKCEE including English (Syllabus B) and Chinese or Level 2 or above in 5 subjects in HKDSE including English and Chinese. Diploma in relevant discipline is preferred.
- At least five years' relevant experience.
- Excellent skills in MS Office application with Chinese and English processing.
- Familiar with SAP and Safety Document Management System (SDMS) operation is advantageous.
- Basic knowledge of Power Plant System.
- Excellent written and spoken English and Chinese.
- A good team player, well organized and detail minded.
- Strong interpersonal and problem-solving skills and able to work under pressure.
- Basic awareness of office safety.

Please apply by sending email to [hrgbg@clp.com.hk](mailto:hrgbg@clp.com.hk) giving a detailed C.V., including career history, major achievements and personal attributes on or before **20 October 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\_GBG\_CPPS\_BO\_PSA\_LastName\_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: 12 October 2021**  
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