

# Vacancy

**CLP Power Hong Kong Limited**

**Generation Business Group**

**Finance & Business Support / Materials Management & Business Support Branch**

**Facility Management & Administration Manager (Permanent)**

**[Ref.: CLPP-GBG-F&BS-FM&AM]**

*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.*

Applications are invited for the above post in the Materials Management & Business Support Branch of Finance & Business Support – Generation Department. Reporting to the Business Support & Services Manager, the appointee will be responsible for the following duties:-

- Lead a team of staff members and contractors to deliver quality services to various stakeholders in the power stations, including the integrated facility management, security services and office administration;
- Provide quality services including organizing various events and logistics support that meet the needs of the Management and staff at all levels;
- Prepare business plans and budgets, and manage relevant materials and services supply contracts to enable the cost-effective delivery of the above services, keep close monitoring on the performance and ensure the quality of services meets our targets and standards;
- Ensure the compliance with up-to-date safety, health, environment, quality and internal control policies and procedures in the delivery of the above services, and review the effectiveness of relevant control measures for continuous improvement;
- Assist supervisor to handle catering and transport services;
- Provide support to ad hoc tasks as assigned by the supervisor

## **Requirements:**

- A recognized university degree or equivalent in Business Administration, Building Services or a related discipline;
- At least 5 years of relevant experience in facilities management, preferably in an industrial environment;
- Proficient in written English and Chinese, and fluent spoken English and Cantonese, with fluent Putonghua an advantage;
- Good interpersonal and communication skills;
- Able to motivate work teams and maximize the synergy of resources at various locations;
- Customer-oriented and able to work under pressure to resolve urgent/ ad hoc requests;
- Committed to adopting of best practices for continuous improvement;
- Proficient in computer skills such as MS Word, Excel and PowerPoint;
- Possession of a valid Hong Kong Driving License Class 1 would be an advantage.

The appointee will be required to work in the Power Stations located at Tuen Mun area.

Please apply by sending email to [hrgbg@clp.com.hk](mailto:hrgbg@clp.com.hk) giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **26 February 2021**. To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: *CLPP\_GBG\_F&BS\_FM&AM\_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: 19 February 2021**

**Date Withdrawn: 26 February 2021**

Information Classification: PROPRIETARY

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