

Vacancy

CLP Power Hong Kong Limited
Power Systems Business Group
Asset Management Department / Business Improvement Branch
Senior Associate (2-Year Contract)
[Ref.: CLPP-PSBG-AMD-BI-SA]

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 Improvement Branch of Asset Management Department. Reporting to the Principal Manager – Business Improvement (Power Systems), the successful candidate will be responsible for duties which will include but not be limited to followings:

- Provide administrative support to the team including scheduling meetings, workshops and site visits, preparing meeting minutes, presentation or broadcast materials, compiling business reports and handling correspondences
- Act as a Department Coordinator for coordinating Internal Control Circle compliance and requirements
- Work with Budget Coordinator of the department for the budget performance and monitoring activities
- Perform data validation and maintain an effective filing system to ensure all are compliance to company requirements
- Represent the team to participate HSE meetings, perform office safety monitoring and support audit process for the department
- Manage and control assets, equipment and tools for the business teams
- Perform other duties as directed by supervisors

The successful candidate will also be considered for job rotation to other branches / sections to meet the business need of the department or for staff development purpose.

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

- Recognized diploma in business administration, business studies, secretarial studies or equivalent
- 5 years of office administrative work experience; with project work experience is a plus
- Proficiency in MS Office applications and Chinese word processing applications
- Experience in using SAP application would be an advantage
- Good in both spoken and written English and Chinese
- Well-organized, self-motivated, detailed-minded, committed and be a good team player
- Mindful with good safety awareness
- Able to work independently and under pressure to meet tight deadline

Candidates who demonstrate good potential for further development but with less qualification and/or experience will be considered for a position at lower grade.

Please apply by sending email to hrps@clp.com.hk giving a detailed C.V., including career history, major achievements, personal attributes, current and expected salary on or before **4 June 2022**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: PSBG-AMD-BI-SA_Last Name_First Name_Other Names (if applicable)

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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