

# Vacancy

**CLP Power Hong Kong Limited**  
**Power Systems Business Group**  
**Technical Services Department / Metering Branch**  
**Clerical Officers (2-Year Contract)**  
**[Ref: CLPP-PSBG-TSD-MB-CO]**

*Founded in 1901 as China Light and Power Company Limited in Hong Kong, CLP Group has grown from a Hong Kong-based power utility into a leading investor and operator in the Asia Pacific Region's electricity market. Its portfolio comprises over 60 generation assets of gas, coal, nuclear and renewable energy, distribution and transmission assets and retail operations. The CLP Group is owned by CLP Holdings, a company listed on the Stock Exchange of Hong Kong.*

Applications are invited for the above vacancies in Meter Data Management Section of Metering Branch in the Technical Services Department. Meter Data Management Section is responsible for managing meter data of 2.7 million customers. Reporting to a team leader, successful candidates are expected to:

- Perform daily operations on various meter reading management systems, e.g., Meter Data Management System (MDMS), Strategic Metering Platform (SMP), and Meter Reading Handheld System (MRHS) etc
- Support other functional units by performing meter data validation to ensure meter data accuracy
- Monitor and report performance of various systems to ensure they meet the established service standards
- Support the development of interfaces between the Customer Care & Marketing System (CCMS) and various meter reading management systems
- Support the operations by assisting in preparation of various procedures and guidelines
- Perform any other duties assigned by supervisor as and when required

## **Requirements:**

- Minimum 5 passes in HKCEE or Level 2 or above in 5 subjects in HKDSE or equivalent. An additional Diploma in Computing or equivalent would be an advantage
- Minimum 3 years' administrative experience, 2 of which preferably related to computer system operation
- Proficient in the use of MS Office applications, especially in Excel and MS Word (English & Chinese)
- Knowledge in Power Automate, Power BI, Python would be an advantage
- Good command of both spoken and written English and Chinese and basic knowledge of Putonghua
- Good interpersonal and communication skills

- Customer oriented, proactive, hardworking and self-motivated
- Mindful and with good safety awareness
- Good team player and be flexible to work on ad-hoc tasks

Please apply by sending email to [hrps@clp.com.hk](mailto:hrps@clp.com.hk) giving a detailed C.V., including academic qualification, career history, major achievements, and personal attributes on or before **14 May 2021**. To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: **TSD\_MB\_CO\_Last Name\_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: <http://clp.to/engPICS>.

For further information on our company, please visit our website: <https://www.clpgroup.com/>

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Information Classification: PROPRIETARY

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