

# Vacancy

**CLP Power Hong Kong Limited**  
**Power Systems Business Group**  
**Smartgrid & Innovation Department / Resources Planning Branch**  
**Administrative Assistant (2-Year Contract)**  
**[Ref.: CLPP-PSBG-SGI-RP-AA]**

*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.*

CLP Power has embarked on a journey to becoming a "Utility of the Future" which is customer-centric, agile and digitally-enabled. The company is launching strategic transformation initiatives across the business in which next generation technologies will play a pivotal role.

The mission of Smartgrid and Innovation Department is to drive the implementation of Smartgrid Strategy, explore new Smartgrid system applications, implement Distribution Network Operations Optimisation (DNOO) project from design to deployment and motivate and manage innovation development programs.

We are looking for an energetic and dedicated candidate to join our Smartgrid and Innovation Department. The appointee will assist to run the office efficiently and provide a full range of administrative services in a professional manner. The key responsibilities are as follows:

- Provide general administrative support including office supplies purchase and maintenance, staff claims record & travel arrangement, leave administration, budget compilation and monitoring
- Create and maintain an effective document management system and handle sensitive information in a discrete manner
- Prepare business correspondences, presentation materials, meeting minutes, compile reports and handle data entry for various systems
- Coordinate internal and external meetings, events, trainings, workshops, and other activities when necessary
- Compile, analyze and prepare statistical reports
- Perform internal control checking and reporting
- Review administrative procedures to ensure full compliance to Company requirements
- Improve administrative efficiency and effectiveness through work process streamlining, digitization, and optimal use of office equipment and Company IT systems
- Work closely with internal stakeholders of different departments and external counterparts

- Act as a representative in various Company activities and initiatives, and be responsible for other ad-hoc projects, related duties as directed by supervisor as and when required

#### Requirements:

- Diploma in Business Management / Studies or equivalent
- 5 passes in HKCEE including English (Syllabus B), or Level 2 or above in 5 subjects in HKDSE including English Language, or equivalent
- At least 5 years of relevant administrative experience and hands-on experience in handling dynamic schedules and liaison with external counterparts
- A pleasant and proactive team player with strong interpersonal and communication skills
- Strong in administrative skills and organizing ability, able to work independently under a fast-moving environment
- Mindful and with good safety awareness
- Proficient in the use of MS Office applications, especially in MS Excel, Word and Powerpoint
- Experience in MS Power Platform preferred
- Knowledge in accounting / management reporting using SAP financial modules would be an advantage
- Good command of both spoken and written English and Chinese and basic knowledge of Putonghua

Please apply by completing an [online application](#) form **AND** emailing your Resume to [hrps@clp.com.hk](mailto:hrps@clp.com.hk) giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **19 August 2022**. To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: **SGI\_RP\_AA\_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: <https://clp.to/engPICS>

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



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