

Recruitment of Contract Post

Assistant HR & Administration Manager (Wanchai)

Key Responsibilities

- Assist in managing all HR, central administration and insurance matters of the Agency, including but not limited to compensation & benefits, payroll, training, performance management, talent development, compliance with funder requirements and optimal utilization of resources, etc;
- Steer the development, implementation and enhancement of the new HR information system and other potential automation solutions;
- Contribute to the ongoing review, development and implementation of HR and administration strategies and other initiatives to support the service and organizational development and operational efficiency of the Agency, as well as for compliance of the employment and other relevant legislation;
- Prepare and execute HR initiatives or projects to build employer branding, cultural transformation and value building through positive impact activities internally and externally; and
- Perform any other necessary duties as assigned by the Seniors.

Requirements

- Degree or above in HR Management, Business Administration or related disciplines
- Minimum 8 years of professional experience across all HR disciplines with over 3 years' experience at supervisory level (including office administration) in sizeable organisations
- Well versed with Hong Kong labour law, compliance practices and overall HR best practices
- A good team player with strong business acumen and communication skills
- Possess a work ethic that includes neatness, punctuality and accuracy
- Good command of written and spoken English and Chinese (Cantonese and Putonghua)
- Proficiency in MS Office & IT applications with prior experience in handling of HRIS development is an advantage

Appointment will be made on contract term with full time staff benefits including training subsidies, medical benefits and additional Employer's MPF contributions for staff of over 5 years of service etc. Qualified candidates are invited to submit application letter and full resume with present and expected salary, earliest availability and location to recruit@sracp.org.hk

(All information provided will be kept as confidential & only be used for recruitment related purposes)